

Business Travel Leave Request Form

Return Completed Form to Travel Services - Room 104 Harrington Science Bldg or Mail Stop 1345

Part 1 – Travel Leave Request

Date Prepared: _____

Name of Traveler _____

UIN# _____

Title: _____

Dept: _____

First Day of Business Travel: _____ to _____ Last Day of Business Travel

Estimated Time of Departure: _____ am / pm Estimated Time of Return: _____ am / pm

Type of Request: _____ Employee University Business -One time trip _____ Prospective Employee

_____ Employee University Business – Blanket Request for FY _____

Does the travel involve:

_____ Foreign Travel (do not include travel to Canada and Mexico) _____ Washington D.C. Federal Offices

Travel Origin: _____ Travel Destination _____

Purpose and Benefit of Travel to the University: _____

Accompanied By: _____

Duties to be Covered By: _____

Estimated Expenses : \$ _____

Paid By FAMIS Acct #: _____

To be completed by Travel Services - **TRAVEL ENCUMBRANCE # T**

Part II – Signature and Approval

Traveler's Signature

Date

Immediate Supervisor Signature

Date

Department Head Signature

Date

OSP or TAMURF Signature
(if Contract FAMIS account is used)

Date

Foreign Travel Approval/ Travel to Washington, D.C. Federal Offices

Vice President

Date

President

Date

Original to Travel Services

Copy – Department and Traveler

Instructions for Business Travel Leave Request Form

Part I – Travel Leave Request

Name of traveler

- Name of PVAMU employee or Prospective PVAMU Employee

UIN#

- Employee's university ID number (number used to sign on to HR Connect)
- Prospective employee's social security number

Title

- PVAMU's position title of employee per Human Resource records
- PVAMU's position title prospective employee is interviewing for

Dept

- Name of department the employee works for
- Name of department prospective employee is interviewing for a position with

First Day of Business Travel to Last Day of Business Travel

- Month, Day and year that will be your first official business day of travel
- Month, day and year that your official business day of travel will end
- If requesting blanket request please enter inclusive dates

Estimated Time of Departure Estimated Time of Return

- Enter estimated time of day you will be leaving for Business Travel
- Enter estimated time of day you will be returning from Business Travel

Type of Request:

- Employee University Business - One time trip
 - Employee will be traveling to a select destination for specific purpose that is not a reoccurring travel event
- Prospective Employee
 - Please check this for all prospective employees interviewing for PVAMU positions
- Employee University Business – Blanket Request for FY____
 - For university employees who travel to certain destinations many times during a fiscal year
 - An example would be: Travel to TAMUS in College Station for meetings with Board of Regents and other System Offices

Does the Travel Involve:

- All requests for approval for foreign travel and travel to Washington D.C, Federal Offices should be submitted at least 3 weeks prior to the trip. All other travel request should be completed, signed, and sent to the Travel Office 5 working days prior to the trip.
- Foreign Travel – PVAMU's President's approval is required all foreign travel prior to the trip. Mexico and Canada and US Possessions are not considered as foreign countries
- Washington D.C. Federal Offices – PVAMU is required to notify the State's Governor's Office prior to any trip to Washington D.C. that includes visits to any Federal Offices

Travel Origin Travel Destination

- List the City and State or City, Country the traveler is traveling from and to

Purpose and Benefit of Travel to the University

- List the meeting, conference, event, etc. that you are attending and how it will benefit the university

Accompanied By

- List any other PVAMU employees that may be traveling with you to the same meeting, conference, event, etc.

Duties Covered By

- List employee who will be handling your job responsibilities while you are away

Estimated Expenses:

- Estimate total travel expenses – include hotel, parking, airfare, car rentals, mileage, meals,

Paid by FAMIS Acct#

- List the FAMIS account number that will be reimbursing the traveler for the estimated expenses. Travel Request will be rejected if account listed does not have the funding to cover the estimated costs

Part II Signature and Approval

Traveler's Signature

- Employees must sign and date the request for business travel
- Prospective employees do not need to sign the request for business travel

Immediate Supervisor and Department Head Signature

- Employees immediate supervisor and department head must sign and approve travel prior to the trip
- Failure to have the Business Travel Form approved prior to the trip may result in non reimbursement of travel expenses

OSP/TAMRF Signature

- If FAMIS acct# is a contract account the Office of Sponsor Projects or TAM Research Foundation must approve travel

Foreign Travel/ Washington D. C. Federal Offices Travel

- The area Vice President and the President of PVAMU must sign and approve prior to the trip
- Failure to have the foreign travel/Washington D.C. Federal Offices Travel approved prior to the trip may result in non reimbursement of travel expenses

The original completed Business Travel Request Form goes to Travel Services

A copy of the completed Business Travel Request Form goes the traveling employee and the employee's department