

EP Dept. Travel Request Form

****Note:** Please send this form to travelrequest@ep.engr.wisc.edu when complete.

Your Name:

Today's Date:

Travel Purpose/Benefit to Project: Please note where you plan to travel and how it will benefit the proposed project or funding. Please spell out all acronyms and names.

Travel Destination(s):

Is this trip considered "Standard Travel"? (Standard travel is defined as a trip departing from Madison to a destination and returning to Madison. It includes 1 travel day before and 1 travel day after the event)

Yes No (if no, see below)

Describe the unusual elements of your trip (i.e.; adding personal days to the trip, departing or returning to airports other than Madison Airport, etc.)

Proposed Travel Dates:

Proposed Funding:

PI of Funding:

My PI has approved this trip, and I confirm that funding is correct.

- Initial here:

Reviewed by:

On Date:

Signature: