

NEEP Dept Travel Form V. 08.26.24

You will Not receive a reply confirming the receipt of your travel request form, so proceed with making your travel arrangements immediately for the payment of registration fee, airfare, or lodging reservations after sending your request to the below email address.

****Note: Please send completed form to travelrequest@ep.wisc.edu**

Your Name:

Today's Date:

Travel Destination(s):

Travel Purpose/Benefit to Project: Please note how this travel will benefit the proposed project or funding. Give name of the conference; what do the letters/acronym stand for?

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)
Any additional comments about the trip or concerns?

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: Fund (101,133,135,144,150,233): Project ID:

PI of Funding:

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

- Your initials here:

OFFICE USE ONLY

Reviewed by:

On Date:

Signature: