



TRAVEL REQUEST AND AUTHORIZATION

Full name of traveler: _____ ID# _____ Travel Authorization No.: _____
Date: _____

Itinerary: _____ Length of travel (days): _____
Conference/Meeting dates: _____ Date travel begins: _____
Purpose of travel: _____

Estimated cost of travel:

Pay by: (Check) _____ RCUOG Credit Card / Traveler _____
Airfare: _____
Per Diem: _____
Location _____ (_____ days X _____) _____
Auto Rental: _____
Miscellaneous (list): _____

Total Estimate: _____
Amount of Travel Advance Requested: _____
Amount Advanced: (For RCUOG Accounting Department) _____

Signature of traveler:			
Print Name	Signature	Date	Title
Signature of authorizing administrator:			
UOG Dean/Director			
Print Name	Signature	Date	Title
This travel is authorized under the terms of the contract, grant, other source:			
Principal Investigator			
Print Name	Signature	Date	Title
Certifying availability of funds:			
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RCUOG Certifying Officer		Date	G.L. Account Number

Check # _____ is issued as an advance for your travel expenses. This advance is recorded as a receivable due from you until you submit a Travel Clearance (TC). You are required to submit your TC within 20 working days upon return to Guam.

I, hereby acknowledge that I understand the conditions under which my advance allowance is made and fully concur with the provisions stated above and those stated in the RCUOG travel policy.

Traveler's Signature/Date



RESEARCH CORPORATION
OF THE UNIVERSITY OF GUAM

Traveler Name: _____
Location of Travel: _____
Travel Dates: _____
Travel No: _____

Travel Request Checklist

- ☐ Airfare (1 Day Before + Conference/Meeting Days + 1 Day After)
 - ☐ Per diem rate per location (1 Day Before + Conference/Meeting Days + 1 Day After)
If within United States, use GSA per diem rates from this link:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
If international travel, use GSA per diem rates from this link:
<https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>
 - ☐ Hotel/Lodging (if more than 7 travel days)
 - ☐ Official agenda (e.g. registration form or meeting schedule)
 - ☐ If international travel, attach conversion rate
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Travel Clearance Checklist

- ☐ Trip report
- ☐ Boarding passes, Mileage earned, or Luggage tag
- ☐ Hotel/Lodging Receipts
- ☐ Other travel-related receipts (e.g. taxi receipt)
- ☐ Proof of payment of your receipts (e.g. credit card statement, or paid invoice with credit card information)

Note: Without the receipt, RCUOG can only reimburse up to \$15.00. For more details , please reference our travel policy:

<https://www.uog.edu/resources/files/rcuog/RCUOGTravelPolicyRevised3.19.2019.pdf>

TRAVEL CLEARANCE WILL BE RETURNED IF MISSING ANY ITEMS ABOVE