



## 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:	<input type="checkbox"/>	<input type="checkbox"/>
Per Diem:		
Location _____ ( _____ days X _____ )		
Auto Rental:	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous (list):	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		

Total Estimate: \$ 0.00  
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:			
_____	_____	30-	_____
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



Traveler Name: \_\_\_\_\_  
Location of Travel: \_\_\_\_\_  
Travel Dates: \_\_\_\_\_  
Travel No: \_\_\_\_\_

**Travel Request Checklist**

- Airfare (2 Days Before + Conference/Meeting Days + 1 Day After)  
*Note: Traveler is not eligible for "2 Days Before" if flight hours are **less than 8 hours** .  
See RCUOG Travel Policy for more details.*
  - Per diem rate per location (2 Days 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/>
  - Hotel/Lodging Quote (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, registration fee, auto rental receipt)
- Proof of payment of your receipts (e.g. credit card statement, or paid invoice with credit card information)

*Note: Travel Clearance must be submitted to the RCUOG office within **20 calendar days** after the traveler returns home. For more guidance, please reference our travel policy:  
[Travel Policy Link Here](#)*

**\*TRAVEL CLEARANCE WILL BE RETURNED IF MISSING ANY ITEMS ABOVE\***