



UAF Facilities Services Travel / Training Request

Request Date: _____

Traveler's **Full** Name: _____

Extension _____

(for Air travel) Date of Birth _____

UA ID # _____

Division/ Shop: _____

Supervisor: _____

Extension _____

Purpose of this trip:

Destination: _____

Dates: _____

Personal Days*: _____

**If taken, please attach Leave Request Form for approval of personal days for comparison purposes*

Type of Travel: Discretionary (non-critical training/travel; complete reverse side of form)

Non-Discretionary (critical rural site maintenance, project inspections, agreement negotiations, etc.)

Credit Card #** _____

Expiration _____

Master Card Visa American Express Discover Other _____

***Credit Card is only necessary for making Hotel & Car Rental reservations. If employee elects to make their own arrangements, please see the FS HR office for University Regulation R05.02.01 per diem limitations.*

Form of Transportation: Air UAF Vehicle Personal Vehicle Other _____

Airline Seat Preference: Front Back Aisle Window

Alaska Airline Mileage #: _____

Hotel Preference: _____

Rental Car? Yes No

FUND:

ORG:

Work Order #:

APPROVALS:

Employee: _____ Date _____

Supervisor: _____ Date _____

(Remote / Rural Sites) if applicable: _____ Date _____

Director: _____ Date _____

AVCFS (if discretionary/ out of state): _____ Date _____



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To ensure comparable criteria is considered, please fill out the following information for each request:

1. What is the **purpose** for this training/travel?

2. Is this training/travel **critical, required, or discretionary**?
 - Please clarify whether it is requested or required; explain why.

3. **Benefits/ Consequences** of scheduling this training/travel:
 - Describe the reason for this request specifically:
 - a. Is this training, or comparable training available closer to or in Fairbanks?
 - b. Is it offered at other times?
 - c. Is this part of an overall plan?

4. If travel is discretionary or for training, please list what travel/training the employee has had during the past 2 years, including where it was taken, (city, and state.)

Cost projection for trip including registration, (for max limits please contact FS HR):

Roundtrip Airfare	\$
Hotel Room (approximate \$ per night for nights)	\$
Per Diem \$ per day/\$ per segment	\$
Conference Fee	\$
Transportation (Cab fees)	\$
Other Job-Related Fees	\$
Estimated Total:	\$