

TRAVEL REQUEST FORM

Directions: The Travel Request form must be submitted at least eight (8) weeks prior to the conference start date to allow sufficient time for review and approval. Requests submitted after this deadline will not be approved. Please complete all applicable sections and attach all supporting documentation (Conference agenda and registration quote, flight quote, hotel quote, etc.). If approved, you can proceed with booking conference and flight/hotel, when applicable. Please refer to the Prevention Manual for allowable costs for each section.

TRAVELER INFORMATION		
Agency/SPA:		
Attendee Name:		Job Title:
Phone Number:		Email Address:
Dates of Travel:	From:	To:

PURPOSE AND JUSTIFICATION OF TRIP: If additional space is needed, please use the second page.	
Conference Title:	
Conference Overview:	
Justification for attendance and benefit to the Prevention program:	

ACCOMODATION AND TRANSPORT			
Hotel Needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Required quote attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Justification:			
Airfare Needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Required quote attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are meals provided by conference? *	Yes <input type="checkbox"/> No <input type="checkbox"/>	Which meals?	Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/>
*If meals are provided by conference, the per diem rate for that meal can't be provided. If it is NOT provided, please see table below for applicable per diem rate based on the duration and timing of conference.			
Using table below, mark which per diem rate is being requested.	Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/>		

Meal(s)	Travel Begins	Travel Ends
Breakfast Only	6:00 a.m. or earlier	10:00 a.m. or later
Breakfast and Lunch	6:00 a.m. or earlier	1:00 p.m. or later
Breakfast, Lunch, and Dinner	6:00 a.m. or earlier	7:00 p.m. or later
Lunch Only	11:00 a.m. or earlier	3:00 p.m. or later
Lunch and Dinner Only	11:00 a.m. or earlier	7:00 p.m. or later
Dinner Only	5:00 p.m. or earlier	7:00 p.m. or later ¹

¹ Travel must extend for a minimum of 4 hours during the normal working day.

AGENCY APPROVAL

Attestation: By signing below, I certify the information provided is accurate and that these travel expenses are necessary for official business that benefits the Prevention program. I understand that reimbursement is subject to the submission of the required receipts following travel.

Program Director's Printed Name:		Signature:	
Attendee Printed Name:		Signature:	

**Purpose and Justification
of Trip Continuation (if
needed):**

Approval Notification – For SAPC Use Only

Prevention Specialist Name:		Signature:	
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**Additional Requirements
for Approval:**