

**THE UNIVERSITY OF TENNESSEE
TRAVEL REQUEST**

THIS TRAVEL REQUEST MUST BE COMPLETED PRIOR TO TRAVEL

Traveler's Name: _____ **Personnel Number:** _____

I hereby request authority for travel on official business for the University of Tennessee to the destinations, on the dates, and for the purposes indicated below:

DESTINATIONS :

BEGINNING		ENDING		DESTINATION CITY/STATE	REASON FOR TRIP
DATE	TIME	DATE	TIME		

Foreign Travel (Restricted Accounts): Specific authorization has been obtained from the sponsor for this travel: Yes No

Estimated Total Costs: \$ _____ **Advance Requested:** \$ _____

COMMENTS:

Accompanied by: _____

COST OBJECTS TO BE CHARGED:

% Distribution	Cost Center/WBS Element Number

This form will be used to complete information in the IRIS Travel System and create a Travel Request.