

**THE UNIVERSITY OF TENNESSEE
TRAVEL REQUEST WORKSHEET**

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: _____ \$

Accompanied by: (Include in IRIS Comments Section) _____

Other Comments (notes on personal travel, prepayment requests, booking assistance, corresponding memberships, etc):

COST OBJECTS TO BE CHARGED:

% Distribution	Cost Center/WBS Element	Internal Order

Date: _____ **Traveler's Signature:** _____

Supervisor: _____

Business Manager: _____

NOTE: Department Head, VP and Chancellor's approval are not needed if using for worksheet only.

TLI Notes: All travel must be approved by the supervisor. Once completed, the information on this form must be submitted in IRIS and be fully approved before the traveler leaves or requests any prepaid charges or reimbursements. **Travelers are to provide complete information as soon as notified of upcoming travel to provide staff enough time to process the sequential transactions.** Conference travel must be accompanied with agenda and hotel cost /location information.

Once the travel request is submitted into IRIS this form and corresponding contents will need to be attached in the ZFW_History transaction.

This form will be used to complete information in the IRIS Travel System and create a Travel Request.
Form T-18 Rev. 10/2014