



Do NOT list any travel expenses paid with a Purchasing Card

(PCARD) **FORM SUBMISSION** (Email to ccurtis8@vt.edu)

- ☐ Before travel (Include estimated expenditures)
- ☐ After travel (include receipts and revised form with actual costs)

- ☐ Reimbursement
- Include receipts (Required: List of meal attendees.
 - Alcohol must be preapproved and on separate receipt.

GENERAL INFORMATION

Name (Last, First): _____

Mailing Address - Street, Apt.#, City, State and Zip Code

Virginia Tech ID# (Last 4 digits only): _____ Faculty Mentor: _____

TRAVEL INFORMATION

Departure date: _____ Return date: _____

Destination: _____

PURPOSE OF TRAVEL

Brief Description

Conference Name (No abbreviations)

If you will be presenting, provide title of presentation/poster

LODGING (Hotel name and address)

Check-in date: _____ Check-out date: _____

Cost per night (exclude tax): _____

Conference Hotel: Yes ☐ No ☐ Shared Room: Yes ☐ No ☐

TRANSPORTATION

Personal Vehicle Mileage: _____

Starting Point: _____ Ending Point: _____

Rental Vehicle Rental: _____ Gasoline: _____

Parking/Tolls Parking: _____ Tolls: _____

Air Travel Air Fare: _____ Fees: _____

Other Bus: _____ Taxi: _____

Train: _____ Lift: _____

Uber: _____ Other: _____

FOOD/MEALS

Date	Breakfast	Lunch	Dinner	Total

MISCELLANEOUS CHARGES

Registration fee: _____ Prepaid: Yes ☐ No ☐

Other: _____

SPECIAL INSTRUCTIONS – REQUIRED

(Travel awards, funding, etc.).

Fund#	Title	Amount of Percentage