

KU School of Nursing Office of Grants & Research (OGR)

TRAVEL INFORMATION FORM

Official Business Only

Date:		First name:		Last name:	
SSN #:		Position title:		Source of funding (Q accounts only)	
Dates away from school (dates away should be 1 st day you leave and should not include the day you come back to work)				From date:	
				To date:	

Purpose of trip: (include conference or event title, location, & dates of official business):

Please provide as attachments:

1. Conference documentation and copy of brochure
2. Original electronic receipt showing flight itinerary information and amount that was charged to your personal credit card number. Airfare expense and registration fee can be reimbursed before travel is completed with original paid receipts showing personal credit card number charged and completed travel information form.
3. Copy of completed registration form.

Cost of registration:		Are any meals included in price of registration?	Yes		No		
Method of payment of registration fee:							
Personal Credit Card		Personal Check		Payment Voucher or Purchase Order or BPC Card (Allow 6 weeks before conference deadline to process requests)			

PI Approval Signature (required if grant funds are used)	x	
Traveler Signature	x	
Office phone number:		
Home address:		

Name of Hotel:							
Cost of hotel per night:		Number of nights reserved:					
Hotel telephone number where you can be reached:		Are you sharing the hotel room?		Yes		No	
If you are sharing the hotel room with a KU Employee, provide their name:							
Ground transportation							
Kansas City Ground Transportation – check all that apply				Destination Ground Transportation – check all that apply			
Private car to & from KCI		Shuttle to & from KCI		Shuttle or taxi to hotel		and return to airport	
Will there be any side trips (either personal or business) while you are on this trip?						Yes	No
If yes, please provide additional information - where, when, why, dates, etc):							
Comments (state how this trip relates to grant funds being used):							

You are responsible for making your own hotel reservations and ground transportation to and from KCI and destination airport.