

### Travel Planning Worksheet

<b>1. Traveler:</b>		<input type="text"/>	Chart-Fund-Org Program	<input type="text"/>	ACTIVITY:	<input type="text"/>
UIN:	<input type="text"/>	Status (Faculty, Staff, Student, Non-Univ):			<input type="text"/>	
DivCode:	<input type="text"/>	Partic Cost	No	Process by/Phone	<input type="text"/>	
<b>2. Travel</b>	Start Date=	<input type="text"/>		# Days=	1	
Destination	<input type="text"/>					
Purpose of Trip	<input type="text"/>					
<b>3. Mode of Travel to Destination</b>	Enter "Y" if	Agency Fee	AirlineTicketCost	Enter "Y"		
Commercial Air	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fee Log#	<input type="text"/>
Train	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Air Log#	<input type="text"/>
Rental Car(1 way dropoff)	<input type="text"/>	Est. Miles	\$0.00	<input type="text"/>		
University Car	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>		
Minivan (8 pas)	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>		
Carryall (12 or 16)	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>		
Personal Car	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>		
Other	<input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	Sub Total	\$0.00
<b>4. Per Diem</b>	Enter "Y"	# Days	Cost			
Areas Foreign	<input type="text"/>	0	\$0.00			
Out of Illinois	<input type="text"/>	0	\$0.00			
In Illinois	<input type="text"/>	0	\$0.00	Sub Total	\$0.00	
<b>5. Hotel</b>	Enter "Y"	# Days	Cost			
Areas Foreign	<input type="text"/>	0	\$0.00			
Out of Illinois	<input type="text"/>	0	\$0.00			
IL-Chicago Metro	<input type="text"/>	0	\$0.00			
IL-Other Urban	<input type="text"/>	0	\$0.00			
IL-Downstate	<input type="text"/>	0	\$0.00			
Conference	<input type="text"/>	0	\$0.00			
Conference Rate=	<input type="text"/>			Sub Total	\$0.00	
<b>6. Rental Car (National)</b>	Enter "Y"	# Days	Cost			
Metro Areas NYC-Manhattan	<input type="text"/>	0	\$0.00			
NYC-(NJ,CT,NY)	<input type="text"/>	0	\$0.00			
Nwk, Bstn, Phil	<input type="text"/>	0	\$0.00			
Hartford, Pitt PA	<input type="text"/>	0	\$0.00			
Det,Chi,D.C.,Balt	<input type="text"/>	0	\$0.00			
All other areas	<input type="text"/>		\$0.00	Sub Total	\$0.00	
<b>7. Other Significant Expenses</b>	(meeting room, shipping, etc.)				<input type="text"/>	
<b>8. Miscellaneous Expenses</b>	(tips, public transportation, etc.)				<input type="text"/>	
<b>9. Total Anticipated Travel Expenses</b>					<input type="text"/>	
<b>10. Signatures</b>						
<b>Div Director Approval:</b>	<input type="text"/>	if Ledger 5	PI	<input type="text"/>		
<small>I certify in accordance with section 12 of "The State Finance Act": This travel is for University Business. I have not and will not be furnished other transportation or money in lieu thereof. I will not exchange tickets for cash or transportation to any other destinations. A travel voucher must be filed promptly upon return. Any unused tickets will be returned to the issuing travel agent.</small>						
<b>Traveler Signature:</b>	<input type="text"/>	<b>Date:</b>	11/26/2008			
<b>11. Reimbursement:</b>	Is any travel expense being reimbursed from non-NCSA funds?				<input type="text"/>	
Enter "Y" if yes and please explain in Item #13.						
<b>12. Cash Advance:</b>	<input type="text"/>					
<b>13. Comments:</b>						
<b>For Business Office Use only</b>						
<b>With ATO or Car Order</b>						
ATO Obligation						\$0.00
Car Order Obligation						\$0.00
Other Expenses Obligation						\$0.00
<b>Without ATO or Car Order</b>						
Total Travel Obligation						<input type="text"/>
						\$0.00