

Pre-Travel Worksheet

Name of Traveler: _____ Today's Date: _____

Job Title: _____ SSN: _____

Address: _____ Employee ID# _____

Purpose of Trip: _____

Registration Fee? **Y** or **N** If yes, please attach paperwork.

From (city): _____ To (city): _____

Departure Date: _____ Return Date: _____

Any personal travel involved? If so, please list dates: _____

Transportation via:

Air Air plus Rental Car State Car only Private Car

✈ If air, airline used: _____ Airfare Cost: _____

Personal credit card OHSU Travel Advance Direct bill through Azumano

➔ If rental car, cost and payment type: Rental Car Cost: _____

Personal credit card OHSU Travel Advance

🚗 If private car, please estimate mileage: _____

Taxi/Shuttle Needed. If yes, please estimate cost: _____

Lodging:

Payment type: Personal Credit card OHSU Travel Advance Direct Bill

Hotel/Motel being used: _____

Lodging: \$ _____ per night + tax _____ % = _____ Confirmation #: _____

Funding Source or Account: _____