



TRAVEL DETAILS

Name _____ OSU ID # _____

Email _____ Phone _____

Departure Date _____ Return Date _____

Destination (City, State/Country) _____

Index _____

Activity Code _____

Travel Purpose

Note: International Travel **MUST BE REGISTERED** with OSU Risk Management at: <http://risk.oregonstate.edu/international>

Recent per diem rates for US States and locality rates: <https://beav.es/ZQT>

ESTIMATED COST OF TRAVEL

Airfare _____

Ground Transportation _____

Registration Fees _____

Meals _____

Lodging _____

Other _____

Estimated Total \$

AUTHORIZATION

Traveler's Signature _____

Date _____

Departmental/PI Signature _____

Date _____

You can print and get physical signatures, or email the completed form to your PI for signature.

Obtain signatures and return to your travel coordinator