

**CORPORATE- TRAVEL REQUEST FORM**

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|  |
| Request Date: |   |  |
|  |
| Name: |   | Badge #: |   | Site: |   |
|  |
| Department: |   | Position/Title: |   |
|  |
| Event Name: |   |
|  |
| Event Date(s) |   | thru |   | Travel Dates |   | thru |   |
|  |
| Requested Hotel or Location: |   |
|  |
| City: | . | Website: |   |
|  |
|  |
| Please complete the following: | Attach a Copy of the Conference/Seminar Flyer |
|  | Attach a completed Registration Form |
|  | Attach a completed Individual Development Plan(IDP) (if Training related) |

Please provide a written purpose for all travel not related to training or a conference/seminar:



**APPROVAL/DENIAL:**

|  |  |  |  |
| --- | --- | --- | --- |
| Department Director: |   | Date: |   |
|  |
| Approved: [ ]  Denied: [ ]  IDP Review: [ ]  No [ ]  Yes |
|  |
| Budget Reference Number(s): |   |
|  |  |
|  |  |
|  |
| CEO\*: |   |  Date: |   |
|  |
| Approved: [ ]  Denied: [ ]   |
|  |
|  |

**\* Note: CEO signature only required for out of state travel**

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| **Employee Acknowledgement** |

**ASSOCIATED TRAVEL REQUIREMENTS:**

Flight Arrangements: [ ] No [ ] Yes

Please provide the following in order to assist you with your requests:

Departure Flight Preferred Departure Time: Return Flight Preferred Departure Time:

Car Rental: [ ] No [ ] Yes Number of employees riding in rental car:

**TRAVEL AND TRAINING RELATED EXPENSES:**

All incidentals and authorizations are the responsibility of the team member.

At check in, most hotels take a credit card authorization of an amount around $25-$150 per day. This holds the funds until check out. **The corporate credit card will not be used for this. It is the team member’s responsibility to manage this payment portion.**

**CAR RENTAL REQUIREMENTS:**

The renter will need to provide the Hertz counter agent with a driver’s license and proof of company affiliation (example business card, badge) at the time of rental.

The Travel Office must be notified in writing of any changes to the approved itinerary. Any changes must include justification.

Team Member is responsible for submitting receipts for hotel room and car rental within three business days upon return.

**Failure to comply with Travel Related Expense requirements may result in one or more of the following:**

* + Payroll deductions
	+ Denial of expense reimbursement
	+ Disciplinary action.

By signing below, I understand and take responsibility for ensuring adherence to the Travel and Training requirements as outlined in this document and have read the Policy and Procedure regarding Travel.

|  |  |  |
| --- | --- | --- |
|   |  |   |
| Employee Signature |  | Date |