

Travel Request – (Sections in White)

1. Input the Date of Request.
2. Choose your Official Station/Base from the drop-down list.
3. Input your name.
4. Input your Employee Number. (It starts with A. For example, A09248242.)
 - a. Do not use your 4-digit employee number from Alliant.
5. Input the name of your Department.
6. Input the FOAP (GL Account Number) for the budget center. Contact your supervisor for help, if needed.
7. Input your Postal Address. (This is Required)
8. Input your Physical Address at HOME. (This is Required.)
9. Input the Name of the Conference or Event or Meeting.
10. Input the City & County, State of your Destination. (Follow the Format in the Title Block.)
11. Choose the Mode of Transportation from the drop-down list.
12. Input the Date(s) of the Event.
13. Input the Registration Fee.
14. Input number of Round-Trip Miles. Miles must be WHOLE numbers, rounded to the near number. YOU MUST USE GOOGLE MAPS.
 - a. Attach Google Maps map – 1) from Official Station/Base to Destination and 2) from Home to Destination
15. Input the Per Diem based on the length of travel.
 - a. Partial Day (Non Overnight) Per Diem
 - i. 6-12 Hours – \$12.75
 - ii. More Than 12 Hours – \$34.00
 - b. Overnight Per Diem
 - i. 1 Night – \$85/Day
 1. Example: 2 Days/1 Night – Per Diem is \$170 total
 - a. First Day – \$85
 - b. Second Day – \$85
 - ii. 2+ Nights – \$100/Day
 1. Example: 3 Days/2 Nights – Per Diem is \$300
 - a. First Day – \$100
 - b. Second Day – \$100
 - c. Third Day – \$100
16. Input the cost of Parking.
17. Choose Yes or No regarding the Pre-Payment of Expenses:
 - a. Registration Fee
18. Sign and date the Travel Request as Traveler.
19. Submit the travel form and all attachments to your supervisor.
 - a. Conference/Event/Meeting Documentation
 - b. Google Maps – you should have two maps attached.
 - i. Official Station/Base to Destination
 - ii. Home to Destination.

Travel Reimbursement – (Sections in Blue)

1. Fill out the top portion in White.
 - a. Date of Request (This Should Be After You Get Back)
 - b. Choose your Official Station/Base from the Drop-Down List.
 - c. Input Employee Name.
 - d. Input your Employee Number. (It starts with A. For example, A09248242.)
 - i. Do not use your 4-digit employee number from Alliant.
 - e. Input your Department.
 - f. Input the FOAP (GL Account Number) for the budget center. Contact your supervisor for help, if needed.
 - g. Input your Postal Address. (This is Required.)
 - h. Input your Physical Address at HOME. (This is Required.)
 - i. Input the Name of the Conference/Event/Meeting.
 - j. Input the City & County/State of your Destination. (Follow the Format in the Title Block.)
 - k. Choose the Mode of Transportation from the drop-down list.
 - l. Input the Date(s) of the Event.

Blue Portion

2. Input the Date of Departure.
3. Input the City & County/State of Departure.
4. Input the City & County/State of Destination.
5. Input the Time of Departure from your Home or Base.
6. Input the Per Diem based on length of travel.
 - a. See Per Diem explanation in Travel Request item 15..
7. Input the cost of Parking, if applicable.
 - a. You must attach a receipt.
8. Input the cost of Registration Fees, if not pre-paid by ISTC.
 - a. You must provide a receipt.
9. Input the Miles in WHOLE miles, rounded to the nearest whole number.
10. In City Travel, if applicable:
 - a. Input In City Date(s) – One Date per Line.
 - b. Points of Travel – Indicate place of Departure and Return, if applicable.
 - c. Input miles in WHOLE miles. If mileage exceeds 20 miles, attach a map from Google Maps.
 - d. Input the cost of the Car Rental/Lyft/Subway/Taxi/Uber, if applicable.
 - i. You must provide a receipt.
 - e. Input Incidental Expenses (\$5/Day).
 - f. Input the allowance per meal, if not provided by the conference/event/meeting.
 - g. Input the cost of Lodging for each day.
11. Input the Date of Return.
12. Input the Departure City & County/State and City & County/State of Return.
13. Input the Hour of Return to Official Station/Base or Home.
14. Input the Per Diem based on length of travel.
 - a. See Per Diem explanation above.
15. Input the cost of Parking.
16. Input the miles in WHOLE miles, rounded to the nearest whole number.
17. Sign and date the Travel Reimbursement as Traveler.
18. Submit the travel with attachments to your Immediate Supervisor.
 - a. Agenda from Conference/Event/Meeting.
 - b. Google Maps – There should be two maps.
 - i. Official Station/Base to Destination or Airport, if flying.
 - ii. Home to Destination or Airport, if flying.
 - c. Receipts
 - i. Parking
 - ii. Registration