



If funds allow, NASA Guam Space Grant will only reimburse up to a total of \$500/semester for travel/supply requests.

# TRAVEL REQUEST AND AUTHORIZATION

Full name of traveler: \_\_\_\_\_ ID# \_\_\_\_\_ Travel Authorization No.: \_\_\_\_\_ Date: \_\_\_\_\_

Itinerary: \_\_\_\_\_ Length of travel (days): \_\_\_\_\_  
Conference/Meeting dates: \_\_\_\_\_ Date travel begins: \_\_\_\_\_

Purpose of travel:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated cost of travel:**

Pay by: (Check) \_\_\_\_\_ RCUOG Credit Card / Traveler \_\_\_\_\_  
Airfare: \_\_\_\_\_  
Per Diem: \_\_\_\_\_  
Location \_\_\_\_\_ ( \_\_\_\_\_ days X \_\_\_\_\_ ) \_\_\_\_\_  
Auto Rental: \_\_\_\_\_  
Miscellaneous (list): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Estimate: \_\_\_\_\_  
Amount of Travel Advance Requested: \_\_\_\_\_  
Amount Advanced: (For RCUOG Accounting Department) \_\_\_\_\_

Signature of traveler:			
_____			
Print Name	Signature	Date	Title
Signature of authorizing administrator:			
			UOG Dean/Director
Print Name	Signature	Date	Title
This travel is authorized under the terms of the contract, grant, other source:			
			Principal Investigator
Print Name	Signature	Date	Title
Certifying availability of funds:			
_____	_____	30-_____	
RCUOG Certifying Officer	Date	G.L. Account Number	

Check # \_\_\_\_\_ is issued as an advance for your travel expenses. This advance is recorded as a receivable due from you until you submit a Travel Clearance (TC). You are required to submit your TC within 20 working days upon return to Guam.

**I, hereby acknowledge that I understand the conditions under which my advance allowance is made and fully concur with the provisions stated above and those stated in the RCUOG travel policy.**

\_\_\_\_\_  
Traveler's Signature/Date



RESEARCH CORPORATION  
OF THE UNIVERSITY OF GUAM

Traveler Name: \_\_\_\_\_  
Location of Travel: \_\_\_\_\_  
Travel Dates: \_\_\_\_\_  
Travel No: \_\_\_\_\_

**Travel Request Checklist**

- Airfare (1 Day Before + Conference/Meeting Days + 1 Day After)
  - Per diem rate per location (1 Day Before + Conference/Meeting Days + 1 Day After)  
If within United States, use GSA per diem rates from this link:  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>  
If international travel, use GSA per diem rates from this link:  
<https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>
  - Hotel/Lodging (if more than 7 travel days)
  - Official agenda (e.g. registration form or meeting schedule)
  - If international travel, attach conversion rate
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**Travel Clearance Checklist**

- Trip report
- Boarding passes, Mileage earned, or Luggage tag
- Hotel/Lodging Receipts
- Other travel-related receipts (e.g. taxi receipt)
- Proof of payment of your receipts (e.g. credit card statement, or paid invoice with credit card information)

*Note: Without the receipt, RCUOG can only reimburse up to \$15.00. For more details , please reference our travel policy:*

<https://www.uog.edu/resources/files/rcuog/RCUOGTravelPolicyRevised3.19.2019.pdf>

**\*TRAVEL CLEARANCE WILL BE RETURNED IF MISSING ANY ITEMS ABOVE\***