

**OIE Travel Authorization Form
Part B: Expense Estimate**

Name: _____ **Date:** _____

ESTIMATED EXPENSES

Before booking air travel, please obtain and include three quotes from travel agents or Internet vendors such as Covington Travel (747-7077), TravelCraft (800-258-0755 (2887), orbitz.com, expedia.com, travelocity.com, or hotwire.com. If your request is approved, your airfare reimbursement will equal the least expensive of the three quotes. To estimate lodging and meals, you may consult "Maximum Travel Per Diem for Foreign Areas" on the U.S. Dept of State web site http://aoprals.state.gov/web920/per_diem.asp ("M & IE" means meals and incidental expenses). Keep in mind that University resources are more limited than those for the Federal government. For reimbursement, submit all receipts.

A. Private automobile: _____ miles @ <u>52.5 cents</u> per mile _____	
B. Rental car (include cost of insurance)	_____
C. Airfare/train	_____
D. Taxi/bus/shuttle/parking	_____
E. Lodging: _____ days @ \$_____ per day	_____
F. Meals: _____ days @ \$_____ per day	_____
G. Gratuities	_____
H. Registration fees	_____
I. Other expenses (please itemize below)	_____
TOTAL	_____
Other sources of funding: _____ \$ _____	
Signature of person submitting request: _____	

This section to be completed by department chair or program coordinator	
Travel allowance requested is: _____ recommended; _____ not recommended.	
Support from departmental funds: _____ YES (\$_____) _____ NO	
Comments:	
Signature of Department Chair: _____	Date: _____

This section to be completed by Dean of International Education	
Amount Approved: \$ _____	
Comments:	
Signature of Dean of International Education: _____	Date: _____

OIE Travel Authorization conforms to the general institutional guidelines as defined by the Controller's Office. See <http://controller.richmond.edu/sourcing-payments/travel.html> and <http://controller.richmond.edu/forms/index.html>.