

BMEG Travel Form

Please complete and send to alwayne@uark.edu at least 3 weeks prior to travel. Note – the detailed personal info requested below is needed to book flights through UARK’s travel agency.

Full name:

(First, middle and last)

Phone#: DOB:

Purpose of trip:

(Full name of conference, workshop, etc.)

Destination(s):

Departure date: Return date:

Worktag#/funding source:

(If funded through a travel grant include type and amount of grant; Worktags should be in the following format: GR#####, PG#####, DS#####, etc.)

Flight Details

If you are available to travel at any time on the departure/return dates feel free to leave this blank. Otherwise, include details/links to specific flights below.

Lodging Details

Include any specific lodging details/links below.

International Travel

The travel department requires a spend authorization for international travel. Include approximate amounts for the following travel expenses (if applicable):

Taxis Baggage Meals Fuel

Parking Other travel expenses

The travel department requires an export control form and a confirmation email from the Hogs Abroad office be submitted with the spend authorization. Please include both when submitting this form.

Link to [Export Control Form](#)

Link to [International Travel Registration](#)

Car Rentals

Provide the following information if you’ll be renting a car:

Pickup date and location:

Drop-off date and location:

Type of vehicle:

DL State and #:

Notes on receipts and reimbursements

-When submitting receipts for verification and reimbursements do so as **separate** pdf files (one receipt per pdf), labeled with the expense item and amount - Example: Registration 50.

-A final guest folio is required for hotel charges. If you do not have one please submit a lost/unobtainable form in its place.

-Individual meal receipts are not necessary except when two or more people are dining, in which case an official function form is needed.

-When requesting reimbursement for mileage please provide a Google Maps (or similar) pdf.

[Link to forms](#)