

# UNIVERSITY OF WYOMING TRAVEL REQUEST

Must be completed prior to the commencement of all work related travel independent of reimbursement status.

Name: Kaycee Gander Date: January 21, 2025  
Destination: National Harbor, Maryland, USA  
Travel Dates & Times: January 12<sup>th</sup>, 2025 - January 16<sup>th</sup>, 2025  
Purpose of Travel: Present: Poster at 245<sup>th</sup> AAS Meeting  
Funding Source(s) (if travel is to be paid): NSF Grant 230262A0002

### Mode(s) of Transportation

- UW Fleet Vehicle (Reservation # \_\_\_\_\_/must save itemized gas receipts for reimbursement)  
 Personal Vehicle (must provide license plate number and odometer readings for indirect routing & terminal mileage)  
 Commercial Airplane  Rental Vehicle  Other: \_\_\_\_\_

### Reimbursement Method

- Actual lodging only (must save all itemized lodging receipts)  
 Actual lodging plus M&IE (must save all itemized lodging receipts)  
 Actual lodging plus actual meals (must save all itemized lodging and meal receipts)  
 Actual lodging plus combo of M&IE and actual meals (must save all itemized lodging and meal receipts)  
 M&IE or actual meals only (must save all itemized meal receipts for actual meals)

### Estimated Travel Expenditures

Registration \$ 295  
Airfare \$ 305  
Other Transportation N/A  
Lodging \$ 286  
M&IE \$ 414  
Actual Meals N/A  
Parking/Other N/A

### PCARD Expense (card name, date & amount)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
TOTAL ESTIMATE \$ 1,300  
PCARD TOTAL \$ \_\_\_\_\_  
CASH ADVANCE \$ \_\_\_\_\_

**ALL travel must be approved by appropriate designee prior to departure. This form will be kept on file in the department. If you are a student, please have applicable advisor sign this form before forwarding to appropriate designee for signature.**

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_