**Resident/Fellow Travel Request Form**

- **Date:** [Date]
- **Traveler:** [Name]
- **Role:** [Role]
- **PGY:** [PGY]
- **Prepared By:** [Name]
- **Program:** [Program]
- **From Location:** [Location]
- **To Location:** [Location]
- **From Date:** [Date]
- **To Date:** [Date]
- **Business Purpose of Travel:** [Purpose]
- **Date:** [Date]
- **Time:** [Time]
- **Flight Number:** [Number]
- **Flight From:** [From]
- **Flight To:** [To]
- **Does this trip include vacation time?** [Yes/No]
- **Vacation Dates:** [Dates]
- **Trip Type:** [Attend/Present/Program Requirement/Faculty]
- ****Pre-trip** TA Request Amount:** [Amount]
- ****Upon Return** Travel Actual Amount:** [Amount]
- **Fund:** [Fund]
- **Org:** [Organization]
- **Account:** [Account]
- **Hotel Amount:** [Amount]
- **Airfare/Rail:** [Amount]
- **Mileage:** [Amount]
- **Registration:** [Amount]
- **Meals Per Diem:** [Amount]
- **Other:** [Amount]
- **Total:** [Amount]
- **Previously Reimbursed:** [Amount]
- **Reimbursement for CAHC check request:** [Amount]
- **Mileage (req and actual):** [Miles]
- **Hotel (actual):** [Days]
- **Per Diem (actual):** [Days]
- **Mileage rate:** [Rate]
- **Mileage reimb:** [Reimb]

*Calculate meal days based on departure from and return to CT times (12:01am-5:59am = 33%; 6:00am-4:00pm = 33%; 4:01pm-12:01am = 33%)*