

- A. This form must be completed PRIOR to resident travel.
- B. This form must be signed by the traveler and appropriate program personnel.
- C. This form must be submitted to the GME office for final approval.
- D. Complete the "Yellow" up the traveler's return once "actuals" are available.

TA # :

Parking Pass:

| | | | |
|--------------|-----------|-------|------|
| Date: | Traveler: | Role: | PGY: |
| Prepared By: | Program: | MC: | |

*****TRIP SUMMARY*****

| From Location | To Location | From Date | To Date |
|---------------|-------------|-----------|---------|
| | | | |

Business Purpose of Travel:

*****FLIGHT/DEPARTURE INFO*****

| Date | Time | Flight Number | From | To |
|------|------|---------------|------|----|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | |
|---------------------------------------|--|-----------------|
| Does this trip include vacation time? | | Vacation Dates: |
|---------------------------------------|--|-----------------|

Trip Type: Attend Present Program Requirement Faculty

*****REQUESTED AMOUNTS & REIMBURSEMENT SECTION*****

| | **Pre-trip** TA Request Amount | **Upon Return** Travel Actual Amount | Fund | Org | Account |
|---|--------------------------------|--------------------------------------|------|-----|---------|
| Hotel Amount | | | | | 72529 |
| Airfare/ Rail | | | | | 72529 |
| Mileage | | | | | 72530 |
| Registration | | | | | 72525 |
| Meals Per Diem | | | | | 72529 |
| Other | | | | | 72529 |
| Total | | | | | |
| Previously Reimbursed (enter as negative) | | | | | |
| Reimbursement for CAHC check request | | | | | |

Other Trip Notes

*****CALCULATIONS*****

| Mileage (req and actual) | hotel (actual) | per diem (actual) |
|--------------------------|----------------|-------------------|
| # of miles | hotel days | meal days |
| mileage rate | rate | per diem |
| mileage reimb | reimb | meal reimb |

* calculate meal days based on departure from and return to CT times
(12:01am-8am = 33%; 8:01am-4pm = 33%; 4:01pm-midnight=33%)

*****PRE-TRIP APPROVALS*****

*****POST-TRIP REIMBURSEMENT APPROVALS*****

| | | |
|----------|------------|------------|
| TRAVELER | PD | PC |
| PC | GME OFFICE | GME OFFICE |