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**TRAVEL REQUEST FORM**

**Required for IDOT-Funded OUT-OF-STATE TRAVEL**

**and/or IN-STATE TRAVEL TO CONFERENCES\***

**ICT PROJECT NUMBER:** **R27-**

**PROJECT TITLE:**

**PRINCIPAL INVESTIGATOR (PI):**

**TECHNICAL REVIEW PANEL (TRP) CHAIR:**

**TYPE OF TRAVEL EXCEPTION REQUESTED (Check one):**

[ ]  **Out-of-State Travel or [ ]  In-State Conference**

|  |  |  |
| --- | --- | --- |
| **Traveler Name** | **Role** | **Estimated Cost** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |

**TOTAL ESTIMATED COST^: $**

**DATE(S) OF TRAVEL:**

**DESTINATION / CONFERENCE & SITE:**

**JUSTIFICATION (PURPOSE OF TRAVEL / PROJECT BENEFIT)** (< 500 characters)**:**

**DATES OF SUBMISSION & APPROVAL / DISAPPROVAL:**

 **Date Submitted to TRP Chair/BR for Approval** (mm/dd/yyyy):

 **Approved by:** [ ]  **TRP Chair or**  **[ ]  BR**

(BR must approve if any IDOT employee is traveling, all other travel can be approved by TRP Chair)

 **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** (mm/dd/yyyy):

(Admin. Purposes Only) Travel charged to **C-FOP # & Project #**:

\* If your specific out-of-state travel or travel to a conference was approved as part of the project workplan, please inform the TRP chair via e-mail when you travel and copy ictprojectmanagement@illinois.edu.

^Please purchase all airline tickets as early as possible to avoid high prices.