New Standard Request

Change Request Type: ___________________

Note: You do not have to complete this form all at once. You can hit "Save Draft" at the bottom of this page to store an incomplete form. Once you save a draft, you can access it from the All Requests page (use the "Draft" filter button).

* Indicates a required field.

Username: * ___________________
Name: ___________________

Purpose of Purchase: ____________________________________________

Business Purpose: ___________________
Department Reference: ___________________

Education Related: No ___________________
Reimbursement Amount: $ _____

Shortcut(s)
(add notes or % on each when more than one)

<table>
<thead>
<tr>
<th>Shortcode</th>
<th>Percent/Notes</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add

Additional Notes

Attachments
- The total size of all attached files must be less than 20MB. If you are attaching images (especially those taken with a phone) try reducing the image dimensions before attaching them.
- If a receipt is older than 45 days please provide an explanation in the notes.

Add Files

Choose File | No file chosen

Add Attachment

Save Draft
Submit Request
New Travel/Hosting Request

Note: You do not have to complete this form all at once. You can hit "Save Draft" at the bottom of this page to store an incomplete form. Once you save a draft, you can access it from the All Requests page (use the "Draft" filter button).

* Indicates a required field.

**Username:**

**Name:**

**Purpose of Trip/Hosting Event:**

**Destination (City, State):**

**Travel Advance (Number & Amount):**

**Trip/Event Duration:**

**Mileage Refund/Destination Address:**

**Business Purpose:**

**Department Reference:**

**Education Related:**

**Received Rackham Grant:**

(if yes, please attach the letter from Rackham along with the receipts)

**Shortcut(s):**

(add notes or % on each when more than one)

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Percent/Notes</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Travel**

(meals will be comped at the per diem rate)

<table>
<thead>
<tr>
<th>Date</th>
<th>Airfare</th>
<th>Hotel</th>
<th>Transportation</th>
<th>Mileage</th>
<th>Other</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Add]
TRAVEL/HOSTING REQUEST (page 2)

Hosting
(Maximum hosting limits: Breakfast $25.00/Lunch $25.00/Dinner $55.00)

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Other</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Was Alcohol Purchased? [ ] Yes [ ] No
(if yes, note shortcode used for alcohol in table above)

Hosting Attendee List
(please designate institutional affiliation - UM, Berkeley, Georgia Tech, etc.)

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Affiliation</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add

If you already have an attendee list in a file you can attach it below instead of using the table above.

Attendee List: [Choose File] No file chosen

Approximate Reimbursement Amount: $ __________

Note: if this value is auto-calculated it does not include estimated per diem values.

Additional Notes


Attachments
- The total size of all attached files must be less than 20MB. If you are attaching images (especially those taken with a phone) try reducing the image dimensions before attaching them.
- If a receipt is older than 45 days please provide an explanation in the notes.

Add Files
[Choose File] No file chosen

Add Attachment

Save Draft
Submit Request