THE UNIVERSITY OF TENNESSEE
TRAVEL REQUEST WORKSHEET

THIS TRAVEL REQUEST MUST BE COMPLETED PRIOR TO TRAVEL

Traveler's Name: Joe Physics
Personnel Number: 999999 (not student id)

I hereby request authority for travel on official business for the University of Tennessee to the destinations, on the dates, and for the purposes indicated below:

PLEASE ATTACH CONFERENCE INFORMATION INCLUDING: REGISTRATION DETAILS, CONFERENCE HOTELS & AGENDA.

DESTINATIONS:

<table>
<thead>
<tr>
<th>Beginning Date</th>
<th>Beginning Time</th>
<th>Ending Date</th>
<th>Ending Time</th>
<th>Destination City/State</th>
<th>Reason for Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/28/2018</td>
<td>7 a.m.</td>
<td>11/06/2018</td>
<td>5 p.m.</td>
<td>Chicago, IL</td>
<td>To present poster at nuclear physics seminar – registration &amp; agenda attached</td>
</tr>
</tbody>
</table>

How will you get there? (check one)  Plane _X___ UT Vehicle ____ Personal Vehicle ____

If you are flying, do you want to arrange a direct bill for the flight?  yes

Foreign Travel (Restricted Accounts): Specific authorization has been obtained from the sponsor for this travel:

☐ Yes  ☐ No

Estimated Total Costs: $ (for use in P.I. approval)

Accompanied by: (Include in IRIS Comments Section) Rooming with Jim Atom

OTHER COMMENTS:

Hotel reservations made. Will be driving to meeting in personal car.

COST OBJECTS TO BE CHARGED:

<table>
<thead>
<tr>
<th>% Distribution</th>
<th>Cost Center/WBS Element</th>
<th>Internal Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>R011065283</td>
<td>(leave blank)</td>
</tr>
</tbody>
</table>

Date: 9/18/2018  Traveler's Signature: 

Department Head/ P. I.: 

VP, Chancellor (for Foreign Travel): 

NOTE: Department Head, VP and Chancellor's approval are not needed if using for worksheet only.

This form will be used to complete information in the IRIS Travel System and create a Travel Request.

Form T-18
Rev. 5/2005