**THE UNIVERSITY OF TENNESSEE**

**TRAVEL REQUEST WORKSHEET**

**THIS TRAVEL REQUEST MUST BE COMPLETED PRIOR TO TRAVEL**

Traveler's Name: Joe Physics  
Personnel Number: 316507 (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>Ending Date</th>
<th>Destination City/State</th>
<th>Reason for Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/2018</td>
<td>10/06/2018</td>
<td>Meyrin, Switzerland</td>
<td>To participate in nuclear experiment at CERN</td>
</tr>
<tr>
<td>10/07/2018</td>
<td>10/10/2018</td>
<td>Zurich, Switzerland</td>
<td>Collaboration with Dr. William T. Norvory</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  X No

Estimated Total Costs: $2,500.00

Accompanied by: (Include in IRIS Comments Section)  
Professor Stefan Spanier

**OTHER COMMENTS:**

CERN experiment will take place on October 3rd with summary of findings on October 5th.

**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>R011065201</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Date: 09/18/2018  
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