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:

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>10/02/2013</td>
<td>7 a.m.</td>
<td>10/06/2013</td>
<td>5 p.m.</td>
<td>Chicago, IL</td>
<td>To present poster at nuclear physics seminar - registration attached</td>
</tr>
</tbody>
</table>

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

☐ Yes ☐ No

Estimated Total Costs: $na

Accompanied by: (Include in IRIS Comments Section)

OTHER COMMENTS:

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>R011065263</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Date: 9/18/2013 Traveler's Signature: Joe Physics

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