

**THE UNIVERSITY OF TENNESSEE
TRAVEL REQUEST WORKSHEET**

THIS TRAVEL REQUEST MUST BE COMPLETED PRIOR TO TRAVEL

Traveler's Name: _____ **Personnel Number:** _____

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:

| Beginning | | Ending | | Destination City/State | Reason for Trip |
|-----------|------|--------|------|---------------------------|-----------------|
| Date | Time | Date | Time | | |
| | | | | | |
| | | | | | |
| | | | | | |
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Foreign Travel (Restricted Accounts): Specific authorization has been obtained from the sponsor for this travel:

Yes No

Estimated Total Costs: \$ _____

Accompanied by: (Include in IRIS Comments Section) _____

OTHER COMMENTS:

COST OBJECTS TO BE CHARGED:

| % Distribution | Cost Center/WBS Element | Internal Order |
|----------------|-------------------------|----------------|
| | | |
| | | |
| | | |

Date: _____ **Traveler's Signature:** _____

Department Head: _____

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.