

**Required Approval Form for Travel/Flight Accommodations**

Center for Theoretical Biological Physics

Rice University

**TRAVELER INFORMATION**

**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
*Required for airfare purchase made by CTBP Staff*

**Home/Cell Phone #:** \_\_\_\_\_ **Business Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Dates of Travel:** \_\_\_\_\_

**EVENT REGISTRATION**

This event HAS "early-bird" registration fee? YES or NO (circle one)

**AIRFARE (REMEMBER - Purchase or Reimbursement of airfare MUST be on U.S. Carrier ONLY)**

- Airfare To Be Paid:  By Traveler (Out of Pocket – To Be Reimbursed) - OR -  Paid by CTBP  
 No Airfare Needed (Local Event)
- Traveler has read and understands the CTBP Travel & Per Diem Policy?  
**Circle one:** YES or NO **(ASK for COPY if needed)**
- Traveler has received **(PRIOR to PURCHASE)** FINAL approval from either Louise Miller or Lisa Bennett?  
**Circle one:** YES or NO
- Lodging  
 I am a graduate student and I will be sharing a room with \_\_\_\_\_.  
 I am a postdoc

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**Business Purpose of Travel:** Must include name of event, event dates, location and reason for attending (ex. "to participate in name of event", or "present a talk/poster at the name of event", etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PI/Faculty Name:** \_\_\_\_\_ **PI/Faculty Signature\*:** \_\_\_\_\_

\* We must have a faculty signature, prior to making the reservation.

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CTBP Administrative Use Only: \_\_\_\_\_ Charge to Fund/ORG: \_\_\_\_\_