

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

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.

CTBP Administrative Use Only: _____ Charge to Fund/ORG: _____