

Travel Request Form

Please provide us with as much information as possible.

Your supervisor must approve and sign this form.

Please note that all communications regarding traveling will come from travel@mwhs.org and any questions should be directed there.

Traveler Name: _____

Cell Phone: (____) ____ - ____

Name as it appears on ID: _____ (needed for flight bookings for airlines to verify identity)

Dietary Restrictions: _____ Pronouns: _____

Emergency Contact Name: _____

Phone number: (____) ____ - ____

What accommodations will you need HR to book?

- Conference Registration
- Transportation
- Hotel

Do you have a Metro West credit card? Y N

Event/Conference: _____

Dates of Travel: ____/____/____ to ____/____/____

Location: _____

Mode of transportation: _____

If you have a flight in mind, provide flight details here:

Airline: _____

Departure: ____/____/____ at ____ : ____ AM PM

Return: ____/____/____ at ____ : ____ AM PM

Next Steps: After you have completed this form please send to travel@mwhs.org. You will be notified once this form has been approved by HR and then you may begin booking your business travel. If you have indicated that you would like assistance with arrangements, you will be contacted to confirm details. Staff that have a MWHS credit card may use that to book some or all of their accommodations. If a personal credit card is used staff can request reimbursement for purchases by sending to travel@mwhs.org.

All receipts for business travel accommodations booked need to be sent to travel@mwhs.org. HR reviews and maintains all travel records to verify consistency agency-wide.

Per diem (meals) allowance for all employees will be paid at the standard rates established by GSA (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Meals that are included in the registration fee or provided by the conference/training are subtracted from the total per diem amount. Per diem provided will cover your entire approved travel time from when you leave work/home for the trip duration to when you return. The per diem allowance is to be used to cover all meals and meal-related tips, as well as miscellaneous tips (baggage carrier, bellhops, etc.) and other incidentals. No receipts are necessary for per diem covered expenses, and expenses in excess of the daily rate calculated will not be eligible for reimbursement.

Please provide more detail here if necessary:

Supervisor Approval: _____ Date _____

Department Approval: _____ Date _____

HR Approval: _____