


## Travel Request Form

☐ Domestic Travel      ☐ International Travel      ☐ Research      ☐ Teaching

WID Number: \_\_\_\_\_

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Contact Information for K-State Traveler: \_\_\_\_\_



Detailed itinerary, including all locations to be visited and transportation details including types of transportation to and from these locations:

Social Distancing/Public Health Guideline Practices to be Followed:

Justification/Purpose for Trip:

Funding Source: \_\_\_\_\_

Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_