

**Kansas State University**

**Travel Request Form**

Email request to [IRAWG@ksu.edu](mailto:IRAWG@ksu.edu)

Domestic Travel       International Travel       Research       Teaching

Traveler Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

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

Name and WID Number of Other K-State Travelers and/or Students:

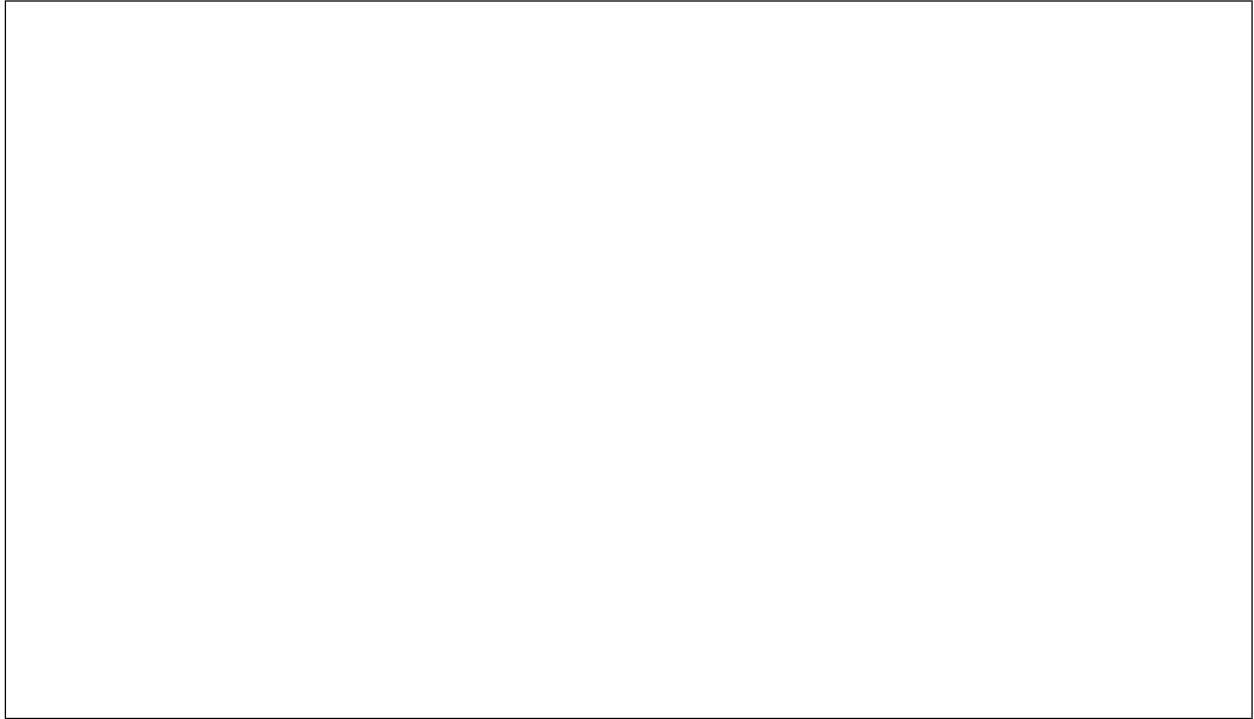
Departure Date: \_\_\_\_\_ City: \_\_\_\_\_

Return Date: \_\_\_\_\_ City: \_\_\_\_\_

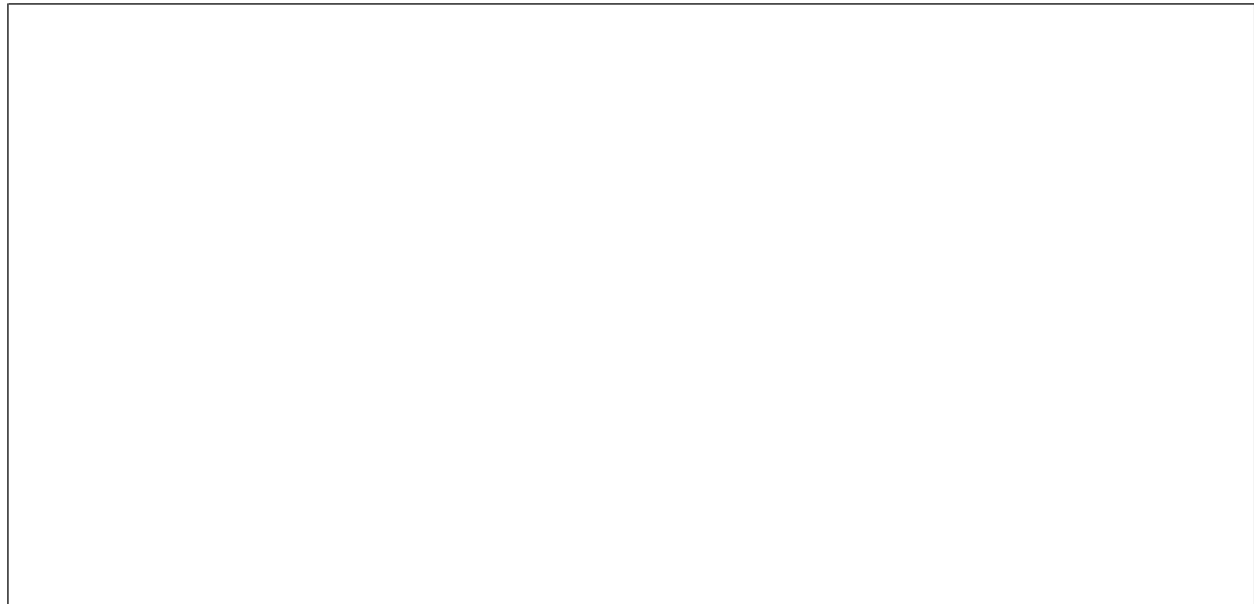
Contact Information for K-State Traveler: \_\_\_\_\_

Contact Information for Location Where Staying/Working (include address and telephone number):

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

A large, empty rectangular box with a thin black border, intended for a detailed itinerary. It occupies the upper half of the page.

Social Distancing/Public Health Guideline Practices to be Followed:

A large, empty rectangular box with a thin black border, intended for listing social distancing and public health guideline practices. It occupies the lower half of the page.

Justification/Purpose for Trip:

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

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