

**THE UNIVERSITY OF TENNESSEE  
TRAVEL REQUEST WORKSHEET**

THIS TRAVEL REQUEST MUST BE COMPLETED PRIOR TO TRAVEL

**Traveler's Name:** \_\_\_\_\_ **Personnel Number:** \_\_\_\_\_

I hereby request authority for travel on official business for the University of Tennessee to the destinations, on the dates, and for the purposes indicated below:

**DESTINATIONS:**

Beginning		Ending		Destination City/State	Reason for Trip
Date	Time	Date	Time		

**Foreign Travel (Restricted Accounts):** Specific authorization has been obtained from the sponsor for this travel:

Yes       No

**Estimated Total Costs:** \$ \_\_\_\_\_

**Accompanied by:** (Include in IRIS Comments Section) \_\_\_\_\_

**OTHER COMMENTS:**

**COST OBJECTS TO BE CHARGED:**

% Distribution	Cost Center/WBS Element	Internal Order

**Date:** \_\_\_\_\_ **Traveler's Signature:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**VP, Chancellor (for Foreign Travel):** \_\_\_\_\_

**NOTE: Department Head, VP and Chancellor's approval are not needed if using for worksheet only.**

This form will be used to complete information in the IRIS Travel System and create a Travel Request.