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:

<table>
<thead>
<tr>
<th>Beginning</th>
<th>Ending</th>
<th>Destination City/State</th>
<th>Reason for Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Time</td>
<td>Date</td>
<td>Time</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>% Distribution</th>
<th>Cost Center/WBS Element</th>
<th>Internal Order</th>
</tr>
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</tbody>
</table>

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.

Form T-18
Rev. 5/2005