


Travel Request Form (TRF)

- Formerly known as the “pink sheet”

TRF located on SSEC employee groups page
<https://groups.ssec.wisc.edu/employee-info>

Required Fields (for funding)

1. Name
2. Destination
3. Dates of Trip
4. Purpose of Trip
5. Personal Dates? Y/N
6. Project #
7. PI/PM Signature

	Travel Request Form Space Science and Engineering Center	SSEC Travel Dept. 1225 W Dayton St Madison, WI 53706	Phone: 608-263-3037 Fax: 608-262-5974 E-mail: travel@ssec.wisc.edu
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NAME: 1.

DESTINATION: 2.

DEPARTURE DATE: 3. RETURN DATE: _____

PURPOSE OF TRIP: 4.

PERSONAL DATES: No: ☐ *Yes: ☐ *Dates: 5. *If self-booking with personal dates, obtain Business Only Cost Comparison made same-day. Contact an Agent at: Travel Inc.: (877) 811-9898

PROJECT NUMBER(S): 6.

OTHER FUNDING: _____ NO EXPENSES: ☐

PI/PM MANAGERIAL APPROVAL: 7.

ASSISTANT DIRECTOR APPROVAL: _____

I would like the Travel Dept. to make arrangements for my: ☐ Flight ☐ Hotel ☐ Car ☐ None

Please complete all for which you would like the Travel Department to arrange your travel:

FLIGHT: notes: _____

DEPART MADISON _____ or ARRIVE DESTINATION BY _____

DEPART DESTINATION _____ or ARRIVE MADISON BY _____


HOTEL: notes: _____

Conference Hotel: Yes ☐ No ☐

Preferred: _____ Phone: _____

2nd Choice: _____ Phone: _____

RENTAL CAR: notes: _____

Division of Business Services Travel Planning & Booking		Trip Number: _____	Concur Website 
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5/27/2021 5/27/2021