

# ENGLISH TRAVEL WORKSHEET

## Traveler Information

Date: \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_ G# \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Please check: \_\_\_ GMU Employee \_\_\_ Non-GMU State Employee

Please check: \_\_\_ US citizen \_\_\_ Resident Alien

## Trip Information

Type of Trip: \_\_\_\_\_

Please Check:

(Conference or convention) are you: \_\_\_ attending \_\_\_ presenter \_\_\_ officer

Purpose for Trip: \_\_\_\_\_

(Conference Name)

Departure (date/time): \_\_\_\_\_

Destination (city/state): \_\_\_\_\_

Return (date/time): \_\_\_\_\_

Expenses: \_\_\_\_\_

Please check: \_\_\_\_\_ AIR \_\_\_\_\_ TRAIN \_\_\_\_\_ CAR

Registration Fee: \_\_\_\_\_

Total \$ \_\_\_\_\_

(please estimate the total you will spend on this trip including meals, travel, etc)