

**TRAVEL PLANS FOR EXPEDITION 359**

**DUE DATE: On/Before – 17 AUGUST 2015**

Please return form to department supervisor by this date.

Name of traveler \_\_\_\_\_ Cell Phone \_\_\_\_\_  
(as it appears on government-issued I.D.)

Account No. \_\_\_\_\_ SubCode \_\_\_\_\_

Cost Reference \_\_\_\_\_ AMS Requisition \_\_\_\_\_

**ITINERARY REQUESTS:**

List the actual dates for all reservations even if it is standard to/from the ship.

**Standard departure date: 26 September; Arrive Darwin: 28 September.**

**Depart**

From \_\_\_\_\_ Date \_\_\_\_\_

To \_\_\_\_\_ Date \_\_\_\_\_

To **Darwin** \_\_\_\_\_ Date \_\_\_\_\_

**Ship arrives in Colombo: 30 November; Fly home: \*02 December**

\*For flight departures prior to 0800

**Return**

From **Colombo** \_\_\_\_\_ Date \_\_\_\_\_

To \_\_\_\_\_ Date \_\_\_\_\_

To \_\_\_\_\_ Date \_\_\_\_\_

Does travel include non-IODP travel?

No  Yes

Personal travel dates:

\_\_\_\_\_  
\_\_\_\_\_

These dates are not associated with tracking vacation or other leave time. They are for hotel/meal reimbursement purposes only.

**CONCUR Notification Completed (Box must be checked before request form will be processed)**

**HOTEL REQUESTS: (HOTEL INFORMATION IS AVAILABLE AT <http://www.iodp.tamu.edu/travel/portcall.html>)**

**Darwin:**

Check In \_\_\_\_\_ Check Out \_\_\_\_\_

Room Preference:  Single  Double / Share with: \_\_\_\_\_

**Colombo:**

Check In \_\_\_\_\_ Check Out \_\_\_\_\_

Room Preference:  Single  Double / Share with: \_\_\_\_\_

**TRAVEL ADVANCE:**

Travel advance requested for the above trip:  **Yes** (Amount calculated by Travel Dept.)  **No**

Date advance due to traveler: \_\_\_\_\_ Total advance \$ \_\_\_\_\_

Travel Advance funds are subject to the terms of the TAMRF-IODP Travel Policy,

<https://rosetta.iodp.tamu.edu/A/TechDoc/5562?encoding=UTF-8>. Traveler agrees to comply with the terms of the TAMRF-IODP Travel Policy and to submit the travel expense voucher for this trip within ten (10) days after return. Advance will not be made more than thirty (30) days prior to the date of departure.

**SIGNATURES:**

I am an employee of TAMUS.  Yes  No

Is this payment made to or on behalf of a U.S. Citizen or Legal Permanent Resident?  Yes  No

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature confirms all requested arrangements above)

Approved (Department Head/Delegate) \_\_\_\_\_ Date \_\_\_\_\_  
(Signature approves all requested arrangements above)

**For IODP TRAVEL OFFICE:**

Screen 104 Voucher # \_\_\_\_\_ GL# \_\_\_\_\_ Screen 111 Voucher # \_\_\_\_\_