# Travel Request for Non-AURA Project Members

**(Red boxes indicate required fields)**        Rubin Use Only

First time Rubin traveler                Rubin Travel Profile returned

Traveler Name                                                    (as shown on government id for travel)

Preferred Email                                Approver Name

Cell Number                                Approver Email

If approved, also email

Purpose of Travel

| Travel Date | Origin City, State, Country | Destination City, State, Country | Preferred Airline | Personal Deviation |
|---|---|---|---|---|
| | | | | |

Non-AURA: Expenses paid by another party        (Skip Estimates)

**Expense Estimates $USD (always round up)**

Airfare                                Personal Mileage

Hotel                                Conference Fees

MI&E                                Temporary Dependent Care

Car Share                                                Parking

Car Rental                                Other, explain below

**Estimate Total**

**Cost Allocation**

| Percent | Project Code (Charge #) | Expense Code |
|---|---|---|
| | | |

**Preferred Flights and/or Additional Comments:**