



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:

FOR INTERNAL RUBIN USE ONLY