



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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Expense Estimates \$USD (always round up)

Airfare	<input type="text"/>	Personal Mileage	<input type="text"/>
Hotel	<input type="text"/>	Conference Fees	<input type="text"/>
MI&E	<input type="text"/>	Temporary Dependent Care	<input type="text"/>
Car Share	<input type="text"/>	Parking	<input type="text"/>
Car Rental	<input type="text"/>	Other, explain below	<input type="text"/>
Estimate Total	\$ <input type="text"/>		<input type="text"/>

Cost Allocation

Percent	Project Code (Charge #)	Expense Code
<input type="text"/>	<input type="text"/>	500-40-01 Domestic Travel
<input type="text"/>	<input type="text"/>	500-40-01 Domestic Travel
<input type="text"/>	<input type="text"/>	500-40-01 Domestic Travel

Preferred Flights and/or Additional Comments: