TRAVEL ITINERARY for MSE

Traveler =

Business Purpose =

>>> email Debbie with Conference website  OR  Invitation

Destination City, State =

Travel Dates =

Short code =

Per Diem?  Yes    OR    No

DEPART Metro (DTW) Day / Time

ARRIVE CITY Day / Time

DEPART CITY Day / Time

ARRIVE Metro (DTW) Day / Time

Registration $

Lodging $

Airline ticket (see rule to purchase airfare 14 days before departure) $

Insurance $

Train $

Rental car $

Fuel $

Ground transportation $

Mileage $

Parking $

See http://procurement.umich.edu/travel-expense (policies)

See http://procurement.umich.edu/travel-expense/booking-travel

See http://mse.engin.umich.edu/internal/forms/travel-itinerary