

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>