FACILITIES MANAGEMENT REQUEST FOR TRAVEL

Purpose: The purpose of this document is to outline the process of how an employee requests travel within VUMC Facilities Management. This document applies to all Facilities Management staff who travel as a part of their job.

Process: Managers must complete the Facilities Management Request for Travel form at least 3 weeks in advance and present the completed form for approval to the Senior Director or Vice President of Facilities Management. All travel must follow the VUMC Employee Travel Policy and be approved by Facilities Management leadership prior to booking arrangements.

Specific Information:

A. Employee Information:
   Complete the pertinent information regarding the shop/section name, form completion date, employee’s name and supervisor’s name.

B. Purpose of Travel:
   List the name of the training or conference the employee will attend. Give a detailed description of the training/conference or attach a brochure/online description to the travel request form.

C. Dates and Location of Travel:
   a. List the departure and return dates of travel; including the total number of travel days.
   b. List the complete address of both the hotel as well as training / conference center. If applicable, include additional addresses for site/plant visits.

D. Estimated Cost of Travel:
   a. List the cost of the training/conference.
   b. List the total cost of the hotel.
   c. If traveling by air, bus or train, circle the mode of transportation and include roundtrip cost. If travel includes multi-week travel, include all roundtrip costs.
   d. If traveling by personal vehicle, give an estimate of roundtrip mileage cost based on the current IRS mileage rate. (i.e. 150 miles roundtrip at 54.5 cents/mile = $81.75)
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e. If renting a vehicle, either to drive to the destination or in the destination city, list the total cost. Please note that you should NOT elect to get insurance with the car rental company.

E. Total Estimated Cost:
Based on all of the estimated travel cost (training, hotel and transportation) list the total estimated cost of the travel expense.

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References:
Facilities Management Request for Travel Form
VUMC Employee Travel Policy
Facilities Management Request for Travel

Shop/Section: ___________________________ Today’s Date: ___________________________

Employee Name: ___________________________ Supervisor’ Name: ___________________________

The Supervisor is to complete this form for each employee who is requesting to travel for business purposes. Please give a detailed description of the type of training or conference the employee is requesting to attend.

Purpose of Travel:

☐ Training Name: ___________________________ Description of Training/Conference:

☐ Conference Name: ___________________________

☐ Other: ___________________________________

Dates of Travel:

➢ Departure: ___________________________

➢ Return: ___________________________

➢ Total Number of Days: ___________________________

Location of Travel:

Hotel Address:

Training Center /Conference Address:

Estimated Cost of Travel:

Please select all that apply and enter in an estimated cost.

☐ Training or Conference: $________________

☐ Hotel: $________________

☐ Air / Bus / Train Travel: $________________

☐ Personal Vehicle: $________________

☐ Rental Car: $________________

Total Estimated Cost: ___________________________

Note: All travel must follow the VUMC Travel Policy and be approved by Facilities Management leadership prior to booking any arrangements.

Supervisor Signature ___________________________ Date: ___________________________

Employee Signature: ___________________________ Date: ___________________________

Director or Vice President’s Signature: ___________________________ Approval Date: ___________________________