

PWSC Post Trip Information Sheet

What Your Delegate Needs Before Your Trip	
Legal Name and Phone Number:	
Date of Birth and Employee Id #: (3XXXXXX)	
Comments: (Note any significant deviations from AT)	
Actual Departure Date and Time:	
Actual Training Date and Time:	
Actual Return Date and Time:	
Where traveler actually departed from: (and why, if different from AT)	
Physical Address of where business is took place:	
Actual Lodging:	
Actual Method of Transportation:	
Is traveler refusing reimbursement for any portion of this trip?	YES NO If Yes, explain:
Were any meals provided during your travel?	YES NO
Did this travel include personal leave or travel at employee convenience?	YES NO If yes, see the PWSC Travel Coordinator with details.

Your Travel Expense Report (ER) is to document the actual cost of the trip. Upon return you will provide your delegate with the actual information.

Fill out this form and **email** it and your back up documents to the PWSC Travel Coordinator and the PWSC Travel Auditor. Please note any extenuating circumstances in the email.

PWSC Travel Coordinator: Nan Haley Email: nhaley2@alaska.edu Phone: 907-834-1624	PWSC Travel Auditor: Mo Radotich Email: mcradotich@alaska.edu Phone: 907-834-1616	Click HERE for travel links to UA Travel Regulations, Per Diem Rates, TEM and Workflow.
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