

## PWSC Pre Trip Information Sheet

What Your Delegate Needs Before Your Trip	
Legal Name and Phone Number:	
Date of Birth and Employee Id # (3XXXXXX):	
Purpose of Trip: (Provide back-up documentation)	
Departure Date and Time:	
Training Date and Time:	
Return Date and Time:	
Home or Workstation Physical Address:	
Physical Address of where business is taking place:	
Preferred Lodging/Least Preferred Lodging:	
Method of Transportation:	
Rental Car Authorization Tool: (must be included if applicable)	
Has your travel memo been prepared and sent?	<p>YES      NO</p> <p>If no, please see your supervisor.</p>
Does this travel include personal leave or travel at employee convenience?	<p>YES      NO</p> <p>If yes, see the PWSC Travel Coordinator with details.</p>

Your Travel Authorization (AT) is to estimate the cost of the trip and document business need for insurance purposes. Upon return you will provide your delegate with the actual information.

Fill out this form and **email** it along with any back up documents to support the purpose of the trip and estimated expenses to the PWSC Travel Coordinator and the PWSC Travel Auditor.

<p><b>PWSC Travel Coordinator:</b> Nan Haley Email: <a href="mailto:nhaley2@alaska.edu">nhaley2@alaska.edu</a> Phone: 907-834-1624</p>	<p><b>PWSC Travel Auditor:</b> Mo Radotich Email: <a href="mailto:mcradotich@alaska.edu">mcradotich@alaska.edu</a> Phone: 907-834-1616</p>	<p>Click <a href="#">HERE</a> for travel links to UA Travel Regulations, Per Diem Rates, TEM and Workflow.</p>
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