



***Agricultural Development in the American Pacific
(ADAP) Project
Travel Request Form***

Name of Traveler: _____ Date: _____

Title: _____ Name of Project: _____

Are you a: (Check one that apply)

☐ RCUH Employee ☐ Non-Employee ☐ Scholarship Student ☐ Consultant

☐ UH Employee Bargaining Unit (BU) of UH Employee: _____

Institution: _____ Citizen of: _____ Social Security #: _____

Phone: _____ Fax: _____ E-mail: _____

Justification/Purpose of Travel (Please make sure it is in line with your project's Plan of Work):

Please attach airline itinerary (or flight options if Home Office assistance is needed)

Please answer the following:

1. Airline Ticket Needed: Yes/No

4. Per Diem In Advance: Yes/No

2. Pre-Paid Ticket Advance(PTA) Needed: Yes/No

5. Lodging Needed: Yes/No

3. Travel Per Diem Needed: Yes/No

6. Preference: _____

Credit Card Information (for hotel and/or car rental reservations):

Name on Card: _____

Billing Address: _____

Card Type/Number/Expiration Date: _____

For Office Use:

Project Number: _____

Budget Category: _____
(Airfare/Per Diem/Ground Transportation)

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