Non-Employee Travel Request Form

Complete this form prior to contacting the university's travel agency to book travel for the following: Non-employees (candidates, guest speakers, visitors, etc.), students, and new hires who have not yet been assigned a NetID.

1. **Complete the form and Submit. The form routes to Business Office**
2. **Once fully approved, the form will be sent to the Requestor and RUTravel**
3. **RUTravel will notify the travel agency that the trip is approved.**
4. **RUTravel will contact the Requestor and provide next steps for booking.**

Traveler and Requestor Information:

Traveler Name: _____   Campus: _____

Traveler Email: _____   Department: _____

Traveler Phone: _____   Requestor Name _____

Traveler Type: _____   Requestor Email: _____
(Rutgers Affiliation)

Requestor Phone: _____

Purpose of Travel: (Please describe the business purpose for this travel)

Practice Form – Do Not Submit

Trip Itinerary: (Please list what travel items need to be booked)

Domestic ☐   International ☐   Travel Dates: _____ to _____

Travel Category	Estimated Cost	Origin City	Destination City

For Business Office Use: (Please enter where reservation charges will be allocated)

	Unit (3-digit)	Division (4-digit)	Org (4-digit)	Location (4-digit)	Fund Type (3-digit)	Business Line (4-digit)	Activity (4-digit)
Accounting String:							

	Project ID (6-digit)	Task (3-digit)	Project Name
Project Account:			

Enter a dollar amount here to limit spending to a certain amount: _____

(The travel agency will charge Rutgers up to this amount and ask the traveler for a secondary form of payment for the difference. If the travel agency is unable to split payment, the full cost of the ticket will be charged to the traveler's credit card. Eligible expenses can be reimbursed for non-employees through a non-PO upload.)

Payment by Rutgers Not Required: ☐

(Check this box if Rutgers is not paying for travel. The travel agency will require a personal form of payment.)

Approval or Denial:

Business Office Approver:

Signature: _____

Name: _____

Title: _____

Date: _____