



Form Submission Date: 10/3/2024 | 1:20:11 PM EDT

# 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.) and students and new hires without a NetID assigned yet.

1. Complete the form and Submit. The form routes to the Business Office for approval.

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 : Yu Gu	Campus : Newark
Traveler Email : yg431@scarletmail.rutgers.edu	Department : PhD in Management Program
Traveler Phone : 973-393-6847	Requestor Name : Monnique DeSilva
Travel Type : Student	Requestor Email : desilva@business.rutgers.edu
	Requestor Phone : 973-353-5371
	Requestor Employee ID: 0001991

Purpose of Travel: Please describe the purpose for this travel.

Attending the 2024 PCAOB Conference on Auditing and Capital Markets.

Trip Itinerary: Please list what travel items need to be booked, e.g., airfare, Amtrak, hotel, rental.

Domestic ☒ International ☐ Travel Dates: From 10/17/2024 To 10/18/2024

Travel Type	Estimated Cost	Origin City	Destination City
Rail	\$118.00	Newark, NJ	Washington, DC

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

Accounting String:

Unit (3 digits)	Division (4 digits)	Org (4 digits)	Location (4 digits)	Fund Type (3 digits)	Bus. Line (4 digits)	Activity (4- digit)
520	5020	3446	3010	100	1315	D217

Project Account:

Project ID (6 digits)	Task (3 digits)	Project Name

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:

Signed by:

Signature : 

Nicole McCray

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Name : Nicole McCray

Title : Business Manager I

Date : 10/4/2024 | 11:33:54 AM EDT

DocuSigned by:

RU Travel - Procurement Services

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