



FRIENDS RESEARCH INSTITUTE, INC.

1040 Park Avenue, Suite 103
Baltimore, MD 21201
Phone 410-837-3977 Fax 410-752-4218

TRAVEL REQUEST

Date of Request: _____

Traveler: _____

Purpose of Travel: _____

Destination: _____

Date of Departure: _____ Date of Return: _____

Project to be charged: _____

REQUEST FOR ADVANCE (please refer to www.gsa.gov/portal/content/104877 to determine the appropriate per diem rate per city):

Per Diem Rate: \$ _____ Total Amount Requested: \$ _____

Signature of Traveler: _____ Date: _____

APPROVED BY:

Principal Investigator: _____ Date: _____

Administrative Approval: _____ Date: _____

Automobile Rental Requested: YES NO