**EPS Travel Itinerary SAMPLE**

**Traveler Itinerary:**

* Please include departure and arrival dates, times, and physical location(s) for your *university business time*; you do NOT need to include each time you stop for a meal and/or for events/destinations once your business day has concluded.
* If approved for personal vehicle use and claiming mileage, please submit Google Map(s) with detailed departure and arrival addresses with commute miles notes as applicable OR complete a *NAU Mileage Log*.
* Add additional lines/days as needed to the itinerary template below.

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| **Traveler:** | Sidney Student (ss1234) |
| **Trip Purpose:** | Student of the Year Conference |
| **Trip Date Range:** | February 1 thru 4, 2023 |
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| **DAY 1:** | February 1, 2023 | **Depart Time:** | 8:00 a.m. |
| **Departure Address:** | College of Education, 801 S. Knoles Drive Flagstaff, AZ |
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| **Arrive/Depart Time(s):** | **Location(s) & Physical Addresses:** |
| 10:00 to 10:30 a.m. | NAU N. Valley Campus Phoenix, AZ |
| 12:00 to 5:00 p.m. | NAU Tucson Campus (Pima Community College) Tucson, AZ |
| 5:15 p.m. | LaQuinta Inn, Tucson, AZ |
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| **DAY 2:** | February 2, 2023 |
| 7:30 a.m. | Leave LaQuinta Inn, Tucson, AZ to travel to NAU Tucson Campus |
| 8:00 a.m. to 3:00 p.m. | NAU Tucson Campus |
| 5:00 p.m. | Country Inn & Suites, Phoenix, AZ |
|  |  |
| **DAY 3:** | February 3, 2023 |
| 8:00 a.m. | Leave Country Inn & Suites, to travel to NAU N. Valley Campus Phoenix, AZ |
| 8:15 a.m. – 6:00 p.m. | NAU N. Valley Campus Phoenix, AZ |
| 6:15 p.m. | Country Inn & Suites, Phoenix, AZ |
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| **DAY 4:** | February 4, 2023 |
| 8:00 a.m. | Leave Country Inn & Suites, to travel to NAU N. Valley Campus Phoenix, AZ |
| 8:15 – 11:30 a.m. | NAU N. Valley Campus Phoenix, AZ |
| 2:00 p.m. | College of Education, 801 S. Knoles Drive Flagstaff, AZ |
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| **M&IE CLAIM:** | Breakfast was provided February 2, 3 &4, 2013 |
| **TRAVEL NOTES!** |  Claiming mileage: traveler will submit Mileage Log |

For additional assistance, contact your assigned Travel Specialist or email NAU-Travel@nau.edu.