**CCRD Travel Request Form**

*For CCRD travel for all non-IRG employees*

**Instructions:**

* Please submit this form electronically to Deborah Tepley, CCRD Project Administrator ([dtepley@irgltd.com](mailto:dtepley@irgltd.com)), and CC Glen Anderson, CCRD COP ([ganderson@irgltd.com](mailto:ganderson@irgltd.com))
* Please submit at least ten (10) business days before the departure date of the traveler
* ***By sending this form, you certify that the CCRD COP/Project Manager has approved this travel***

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| **Date of Request** | 13 July 2012 |
| **Name of Traveler** | Cousin, Rémi |
| **Traveler’s Email Address** | remic@iri.columbia.edu |
| **Traveler’s Phone Number** | +1 845 680 4422 |
| **Purpose for Travel** | Train TMA staff on the Data Library |
| **Budgeted Amount for Airline Ticket** |  |
| **Originating City** | New York, NY USA (all airports) |
| **Destination City/Cities** | Dar Es Salaam, Tanzania |
| **Return City** | New York, NY USA (all airports) |
| **Planned Date of Departure for Official CCRD Business** | 21 Jul 2012 (must be in Dar on 23 Jul 2012) |
| **Planned Date of Return for Official CCRD Business** | 4 Aug 2012 (must be in NY on 6 Aug 2012) |
| **If there are multiple destination stops, please provide details below, including which dates the traveler will be in each country** | N/A |
| **If the traveler intends to purchase an itinerary other than the official itinerary, for personal or any non-CCRD reasons, please explain and provide requested dates of travel. \*** | N/A |
| **CCRD CLIN Number** |  |

\* *Note that IRG must provide a price comparison to USAID, and that if the non-official itinerary exceeds the cost of the official itinerary, the traveler must cover the additional cost of the ticket.*