

Travel Request Form – Lab for Nuclear Science

If you have an MIT sponsored Visa, be sure to check with ISchO/ISO before traveling outside of the USA.
(* required field)

*Name: _____ *(Gender) Male Female Non-Binary *Date of birth: _____
(Exactly as it appears on your government ID/Passport)

*Cell or Home Phone: _____ *Email: _____

*Account Number: _____ Frequent Flyer numbers: _____

*Purpose of Travel:

Proposed Itinerary (Include destination, dates, and approximate times you would like to travel).

*Outbound:

*Return:

Car Rental: _____

Hotel: _____

*PI Approval: _____ Date: _____

Estimated costs: _____

Additional comments:

- Need a rental vehicle for MIT related travel? Visit the MIT [rentals site](#) and the [LNS travel procedures site](#) for important information regarding driver's liability.
- **Submit a travel report as soon as your trip is completed; report required within 60 days.**

The MIT Travel Registry collects trip-related information for MIT students, faculty, staff and affiliates so that the Institute can locate and contact travelers in an area where health, safety and security are threatened. Register your travel at travelregistry.mit.edu.