

Complete a Travel Form Desktop

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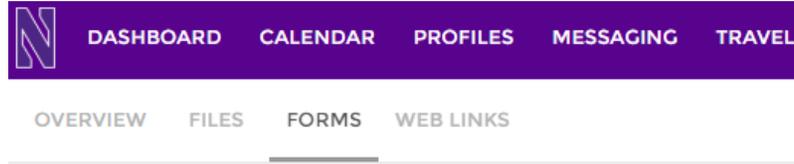
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support@teamworks.com

Click on **Forms** under the dashboard



On the left-hand side click on the **Perpetual** folder



Click on **Travel Request Form**

FORM	TYPE
2018-19 Travel Request Form	Perpetual ↻

Complete all sections of the form and sign electronically at the bottom of the form

START

NORTHWESTERN UNIVERSITY – TRAVEL REQUEST

Recruiting Travel:

Travel Method:

Chart String

Request that travel be authorized for:
Fund Dept Project Activity Account

First Name:

Last Name:

Team/Department:

Destination(s):

Purpose:

Travel Dates:

Booked with Anthony Travel Paid with Credit Card

Flight Arrangements
Please include all connecting flights

Date	Airline & Flight #	From (Airport) To	Depart Time	Arrival Time	Remarks

Fare: \$ # of Travelers:

Recruiting Travel
Please complete this section if the purpose of travel is recruiting * C = Contact E = Evaluation

Date	Recruit Name(s)/Event(s)	High School/Site	City/State	Visit Type*

Advances
I certify that I am requesting this amount for University-related activities in support of the business purpose listed and in accordance with University policies and procedures and that I have not previously received reimbursement from Northwestern University or any other entity for the estimate I am submitting on this form.

Person requesting advance: Amount: \$ Check Direct Deposit

Approvals
Submitter:  Date: 2/18/2019

Comments:

Travel Request 2.5.19.pdf 1 of 1

FINISH



Click to submit the Travel Request Form