Travel Authorization

Traveler Name: ________________________________________________

V#: __________________________________________________________

Date of Request: ______________________________________________

Trip Title: _____________________________________________________

Destination: ___________________________________________________

Depart date and time: ___________________________________________

Return date and time: ___________________________________________

Estimated Cost: ________________________________________________

Budget to be charged: __________________________________________

Entertainment while traveling? YES  NO

If travelling internationally have you purchased travel insurance? YES  NO

Purpose of travel, how it relates to the university and who is participating
________________________________________________________________
________________________________________________________________
________________________________________________________________

Name of person responsible for the budget to be charged

V# of person responsible for the budget to be charged

This information will be entered into the electronic approval system. You will receive an e-mail from Accounts Payable with a link to approve this information. The person with budget oversight will also approve the travel authorization electronically.

REMINDE RS  Advising: Notify main office of an advising proxy for your absence during academic deadlines

Financial: Notify your timesheet approver proxy of your absence

Notify financial staff of a purchasing card proxy for your absence

Office Use: Entered Date__________ Final Approval Date___________ COS 00009301 BioFaculty 00918759

Updated Jan 2015