Travel Authorization

Traveler Name: ________________________________________________

V#: ___________________________________________________________

Date of Request: _______________________________________________

Trip Title: _____________________________________________________

Destination: ___________________________________________________

Depart date and time: ___________________________________________

Return date and time: ___________________________________________

Estimated Cost: _________________________________________________

Index code (and activity code) to be charged: ________________________

Entertainment while traveling? YES NO  If travelling internationally have you purchased
Alcohol purchase? YES NO  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.

REMININDERS  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 Feb 2019