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 travel insurance? YES NO

Is this a grant, gift, or start up fund? YES NO

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name of person responsible for the index code to be charged ________________________________

V# of person responsible for the index code 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.

REMINDERS

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

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