



# TRAVEL AUTHORIZATION REQUEST

Travel Request Date: \_\_\_\_\_  
Travel Request Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_ R #: \_\_\_\_\_ Title: \_\_\_\_\_

' Faculty ' Staff Unit Name: \_\_\_\_\_

Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Acct: \_\_\_\_\_ Pgm: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Non-faculty only Request for Approval for Attendance at Events form received ' \_\_\_\_\_

Reason for Travel: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

P Card Charge /

\_\_\_\_\_

Total Cost of Trip (Reimbursement + P Card)	
Approved Amount	

\_\_\_\_\_/\_\_\_\_\_  
Print Name Signature  
Approved Expenditure – Unit Head

\_\_\_\_\_/\_\_\_\_\_  
Print Name Signature  
Approved Expenditure – Division VP