

**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: \_\_\_\_\_

Destination: \_\_\_\_\_

Other Employees Traveling: \_\_\_\_\_

| Travel Description   | Estimated Cost       |   |
|--|----------------------|---|
|  | <u>Reimbursement</u> | <u>P Card Charge /<br/>Purchase Order</u> |
| Means of Travel  |                      |   |
| ' Air ' Rail ' Car Rental ' Personal Vehicle ' College Vehicle |                      |   |
| Personal/College Vehicle: Estimated Mileage: _____             |                      |   |
| College Vehicle: Dates Needed: _____                           |                      |   |
| Car Rental: Dates Needed: _____                                |                      |   |

|  |  |
|--|--|
|  |  |
| <b>Total Cost of Trip (Reimbursement + P Card)</b> |  |
| <b>Approved Amount</b>                             |  |

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

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

Request for Approval for Attendance at Events  
Faculty Use Only  
Approval from Employee Relations NOT Required

Name: \_\_\_\_\_

School: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone # \_\_\_\_\_ Ext #: \_\_\_\_\_

Event: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Date: \_\_\_\_\_

Overnight accommodations required? YES NO

Out-of-state travel required? YES NO

Estimated Cost: \_\_\_\_\_

College to pay cost? YES NO

Sponsor to pay cost? YES