Pre-Travel Authorization

All University travel across all funding sources requires supervisory and funding administrator approval prior to confirming travel arrangements. This form or similar authorization must be completed prior to confirming travel arrangements when the travel is overnight or out of state and is required with the Expense Report submission. Printed email approval containing the same information may be substituted for this form. Department heads and supervisors can issue blanket or multi-trip authorizations to staff for operational expediency.

TRAVELER: ___________________________ TITLE: ___________________________
(First) (Last)

TRAVELER’S EMPLOYEE NUMBER: ___________________________ DEPT: ___________________________

DESTINATION: ________________________________________________________________

DATE OF DEPARTURE: ___________ DATE OF RETURN: ___________

PURPOSE OF TRIP: ____________________________________________________________

OTHER COMMENTS: (Importance of trip/consequences if not funded, coverage of duties while absent, etc.)

___________________________________________________________________________

___________________________________________________________________________

ESTIMATED COST: $ ___________________________ AUTHORIZED REIMBURSEMENT: $ ___________

FUNDING SOURCES/SPEED TYPE
___________________________________________________________________________

Traveler’s Signature ___________________________ Phone number ___________________________ Immediate Supervisor’s or Authorized Designee Signature ___________________________

Date ___________ Type / Print Name

___________________________________________________________________________

Title ___________________________ Date ___________________________

FUNDING APPROVAL (if different from supervisor and required by the area):

Fund Administrator’s Approval ___________________________ Date ___________

Type / Print Name ____________________________________________

1-Send a scan of this form or the original with the Expense Report submission

Form Revision Date 10/01/2013