



REQUEST FOR AUTHORITY TO TRAVEL AT UNIVERSITY EXPENSE

Please retain a copy of the completed form for your records and forward the signed original to the Travel Dept

MUST BE COMPLETED AND APPROVED PRIOR TO RESERVING TRAVEL ARRANGEMENTS

1. Name of Individual Traveling: _____
2. Name of Department or Office: _____ T Number: _____
3. Position Title: _____ Last 8 Digits of Travel Card #: _____

4. Date of Departure: _____
5. Date of Return: _____
6. Place(s) To Be Visited: _____
7. Mode of Travel: **Choose one of the following**
8. Estimated Total Cost of Trip _____
(Sum of sections A plus B)

A - Est. Cost Paid by Travel Card			
Round Trip Airfare		\$	-
Registration Fees		\$	-
Hotel *	_____ nights @ _____	\$	-
Rental Car *	_____ days @ _____	\$	-
Meals per diem	_____ nights @ _____	\$	-
Total Estimate Travel Paid by Travel Card		\$	-
* Prohibited travel card purchases when using state funds. Amount listed above should not be included in section B			

9. Identify Travel Type: Choose one of the following

10. Explanation and Justification of Trip:

B - Est. Cost To Be Reimbursed			
Round Trip Airfare		\$	-
Registration Fees		\$	-
Hotel *	_____ nights @ _____	\$	-
Rental Car *	_____ days @ _____	\$	-
Meals per diem	_____ nights @ _____	\$	-
Parking	_____ days @ _____	\$	-
Taxi/Shuttle		\$	-
Mileage	_____ miles @ _____	\$	-
Incidental		\$	-
Total Estimate for Reimbursement		\$	-

11. Fund _____ Org _____ Prog _____ ACTV _____

12. **If Using Travel Card for Meals, Do Not Exceed Per Diem and No Reimbursement is Allowed**

13. Statement and Signature of Applicant and Department Head

"I hereby certify that the purpose of this proposed trip is official business of the University."

Applicant Signature Date

Department Head Signature Date

Approved: _____

Dean/Executive Director Date

Vice President Date

14 **International Travel Only**

Vice President Administration & Finance/CFO

President Date

FOR TRAVEL SERVICES ONLY					
In State				Out of State	
\$	-	7101	Transportation	7111	\$ -
\$	-	7102	Mileage	7112	\$ -
\$	-	7104	Actual Expense	7114	\$ -
\$	-	7105	Incidental	7115	\$ -
\$	-	7106	Meals & Lodging	7116	\$ -
\$	-	7203	Registration	7203	\$ -