

## Request for University Travel Approval

\*Form to be approved one month prior to travel date

Traveler Name _____	EmplID _____	Date _____
Department _____	Campus _____	Ext # _____
Conference Name _____		
<b>Conference Purpose*</b> _____		
_____		
<b>*Attach documentation necessary to support travel &amp; event information and pricing.</b>		
Destination _____		
Dates of Travel	From: _____	To: _____
Additional Information _____		
_____		

**Travel Type:** \_\_\_\_\_ Academic \_\_\_\_\_ Non-Academic

<u>Select reason(s) for travel (check all that apply):</u>	
Athletics _____	Fundraising/Development _____
Recruitment _____	Professional Conference _____
Accreditation _____	Research Conference _____
Professional Development _____	Other _____

<u>For Academic Travel Only:</u> Please complete the following:	
Date of Conference:	From: _____ To: _____
Are you presenting?	_____ Yes _____ No
Is there designated lodging?	_____ Yes _____ No
Is this travel grant funded?	_____ Yes _____ No
Classes to be missed:	_____
Coverage plan:	_____

**Estimated Expenses:**

Registration Fee	_____
Transportation	_____
Lodging	_____
Meals	_____
Mileage/Tolls	_____
Other	_____

**TOTAL ESTIMATED EXPENSES**

**Total Travel Amount Approved**  
(For Completion by Finance Only)

\*\*\$ \_\_\_\_\_

Signature \_\_\_\_\_

	<u>Fund</u>	<u>Op Unit</u>	<u>Department</u>	<u>Account</u>	<u>Estimated Amount</u>
<b>Chartfield(s)</b>					
<b>To be</b>					
<b>Charged</b>					

**Total Amount Requested** \$ \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Approvals:**

**Academic Travel:**

Supervisor/Department Head _____	Date: _____
Dean/Director _____	Date: _____
SVPAA _____	Date: _____
Budgets _____	Date: _____
VP for Finance _____	Date: _____

*Note: Travel expenses incurred without prior approval in accordance with University policy may result in non-reimbursement of related charges*