

Request for University Travel Approval

*Form to be approved one month prior to travel date

Traveler Name _____	EmplID _____	Date _____	
Department _____	Campus _____	Ext # _____	
Conference Name _____			
Conference Purpose* _____			

*Attach documentation necessary to support travel & event information and pricing.			
Destination _____			
Dates of Travel	From: _____	To: _____	
Additional Information _____			

Travel Type: _____ Academic _____ Non-Academic

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

<i>For Academic Travel Only: Please complete the following:</i>	
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 _____

	Fund	Op Unit	Department	Account	Estimated Amount
Chartfield(s)					
To be					
Charged					

Total Amount Requested \$ _____

Signature of Employee: _____ Date: _____

Required Approvals:

Academic Travel:	
1 - Supervisor/Dept. Head _____	Date: _____
2 - Dean/Director _____	Date: _____
3 - OSP (Grants Only) _____	Date: _____
4 - SVPAA _____	Date: _____
5 - Budgets _____	Date: _____

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