

TRAVEL AUTHORIZATION REQUEST

For Travel
over \$250

1 TRAVELER'S NAME:	2 TRAVELER STATUS:	3 DATE OF REQUEST:
	Employee <input type="checkbox"/>	
4 DEPARTMENT NAME:	Student <input type="checkbox"/>	
	Other (Describe) --> <input style="width:100%;" type="text"/>	
5 DESTINATION (City & State):	6 DEPARTURE DATE:	
	RETURN DATE:	
7 PURPOSE OF TRAVEL:		
<input style="width:100%; height: 20px;" type="text"/>		
<input style="width:100%; height: 20px;" type="text"/>		
8 NATURE OF PARTICIPATION (check one)	<input type="checkbox"/> Invited Speaker/workshop leader	<input type="checkbox"/> Presenter
	<input type="checkbox"/> Attend training/workshop/meeting	
	<input type="checkbox"/> Other -- describe here --> <input style="width:100%;" type="text"/>	

9 ESTIMATED TRAVEL COSTS:	(A)	(B)	(C)	(D)	(E)
Description	Direct Billed (To be paid by Invoice)	To be Paid by PCard	Expenses to be Reimbursed to Employee	Personal Expense (will not be reimbursed)	Private Funding (Foundations, 3rd Party etc.)
Personal Vehicle (mileage)	NA	NA			
State Vehicle (check, if yes)	NA	NA	NA	NA	NA
Vehicle Rental					
Gas for Vehicle Rental/State Car					
Commercial Airfare					
Lodging					
Meals					
Registration Fees					
Miscellaneous					
Totals by Description					
TOTAL TRIP ESTIMATE (Columns A, B, C, D & E)					
TOTAL TRIP COST (Amount to be paid from state funds, Columns A, B & C)					

10 FUNDING INFORMATION

Fund	<input style="width:100%;" type="text"/>
Org	<input style="width:100%;" type="text"/>
Amount	<input style="width:100%;" type="text"/>
Fund	<input style="width:100%;" type="text"/>
Org	<input style="width:100%;" type="text"/>
Amount	<input style="width:100%;" type="text"/>

11 Is there an alternative to traveling, i.e. Skype meeting, Webinar, etc? Yes No

12 Explain how you will share the information obtained?

13 List names of additional attendees:

14 APPROVALS

Traveler: _____	Date _____	
Supervisor: _____	Date _____	Amount Approved _____
VP: _____	Date _____	Amount Approved _____
CFO: _____	Date _____	Amount Approved _____