

Get pre-approval for any overnight travel and/or for any travel that will cause you to miss a class.

# Travel Pre-Approval Form

Submit at least 30 days prior to travel

Name \_\_\_\_\_

ID # \_\_\_\_\_

## TRIP INFORMATION

Destination \_\_\_\_\_

Travel Dates: from \_\_\_\_\_ to \_\_\_\_\_

Reason for the trip \_\_\_\_\_

*This trip will NOT be paid for by Andrews University.*

## SUMMARY OF ANDREWS-FUNDED EXPENSES

	\$	Further Clarification (as needed)
Air Travel		
Ground Travel		
Lodging		
Per Diem		
Other		
Total		

I'm requesting a travel advance of \$ \_\_\_\_\_ for prepaid expenses (conf registration, air ticket, etc.)

Account number these expenses will be charged to (REQUIRED)

This travel will NOT affect my classes.

This travel WILL affect my classes. I have discussed this with my supervisor and have made satisfactory arrangements to cover my classes.

## TRIP APPROVAL

Department Chair \_\_\_\_\_

Date \_\_\_\_\_

CAS Dean \_\_\_\_\_

Date \_\_\_\_\_

**ATTACH THE APPROVED COPY OF THIS FORM TO YOUR EXPENSE REPORT AFTER THE TRIP**