

# Travel Pre-Approval Form

Please submit form a minimum of 45 days prior to travel.

Today's Date: \_\_\_\_\_ Name: \_\_\_\_\_

**TRIP INFORMATION**

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

Destination of Trip: \_\_\_\_\_

Travel Dates:  to

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

**SUMMARY OF EXPENSES:**

Trip Budget Covered by: \_\_\_\_\_

<b>Air Travel:</b>	
<b>Ground Travel:</b>	
<b>Lodging:</b>	
<b>Per Diem:</b>	
<b>Other:</b>	
<b>Total:</b>	

**Further clarification (as needed):**

- I have discussed this trip with the professor and satisfactory arrangements have been made to cover his/her classes.
- No classes will be affected by this trip.

\_\_\_\_\_ *Department Chairs' Signature*      \_\_\_\_\_ *Date*

I'm requesting a travel advance of \_\_\_\_\_ for prepaid expenses (e.g., airline ticket).

*Note: If you have taken an advance for this trip, remember to include the Advance form with your expense report.*

**OFFICE USE ONLY**

Account Description: \_\_\_\_\_

Account No.: \_\_\_\_\_

**Notes:**

**Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: Please staple a copy of this form to your expenses report when it is submitted.*