

**All travelers are required to complete this form and forward it to your supervisor for review and approval at least 48 hours prior to the scheduled departure*. (*10 business days prior to departure if a travel advance is requested).
 Traveler agrees to submit a complete travel expense report within 10 business days after completion of travel.
 Travel related to Sponsored Programs must also be approved in advance.**

Name _____ Date _____

Cell Phone _____ Preferred Email Address _____

Department _____

Purpose of Trip _____

DAY/DATE	CITY/COUNTRY	HOTEL/TELEPHONE
Depart _____	_____	_____
Return _____	Round Trip <input type="checkbox"/> Yes <input type="checkbox"/> No	Flight Numbers _____

Multiple Trip Information* _____

**If multiple trips are made within three (3) business days, note beginning, end, time and place of all trips. Use TOTAL budget for all trips.*

INDEX (to be charged) _____

SIGNATURES (approvals, as necessary)

TRAVEL BUDGET

Transportation:
 POV Air Other \$ _____
 Rental Car \$ _____
 Taxi/Shuttle Service \$ _____
 Lodging \$ _____
 Meals \$ _____
 Registration Fee \$ _____
 Other/Tips \$ _____
ESTIMATED TRIP TOTAL \$ _____

Traveler _____
 Supervisor _____
 Dean _____
 Vice President _____
 Office Sponsoring Program _____
 Grants Accounting _____
 Risk Manager _____
 Senior Vice President for Accreditation,
 Academic and Student Affairs _____

Regular university responsibilities (courses) missed during trip will be covered by _____

**Upon approval of the supervisor, this form is to be forwarded as indicated.
 Approved itinerary should be returned to traveler for submission with expense report.
 International travel with charges to department accounts must be approved in advance by the appropriate vice president and provost.**