

All travel arrangements must be approved by all levels of management no less than 10 business days prior to committing university funds. Traveler agrees to submit a complete travel expense report within 10 business days for domestic and 15 business days for international after completion of travel. Travel related to Sponsored Programs must also be approved in advance.

NOTE: Failure to adhere to this procedure may result in denial of travel.

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	

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.*

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

INDEX (to be charged) _____	SIGNATURE	DATE
TRAVEL BUDGET	Traveler _____	_____
Transportation:	Department Head/PI _____	_____
<input type="checkbox"/> POV <input type="checkbox"/> Air <input type="checkbox"/> Other \$ _____	Dean/Vice President _____	_____
<input type="checkbox"/> Rental Car \$ _____	Sponsored Programs (if grant funded) _____	_____
<input type="checkbox"/> Taxi/Shuttle Service \$ _____	Risk Manager (If International Travel) _____	_____
Lodging \$ _____	Research Compliance (If International Travel) _____	_____
Meals \$ _____	(International Travel Only)	
Registration Fee \$ _____	Have you scheduled your brief with the Director of Research Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other/Tips \$ _____	Date _____	
ESTIMATED TRIP TOTAL \$ _____	Is this travel related to controlled/restricted research? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Will you be carrying any information that is controlled or restricted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are you planning on bringing specialized equipment (lab equipment, tools, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Senior Vice President _____	

A copy of the approved itinerary should be returned to traveler for submission with expense report.