

ACADEMIC AFFAIRS TRAVEL AUTHORIZATION FORM

The omission of filing a travel authorization form with the university prior to actual travel may exclude traveler from university insurance protection and will also disqualify any expense reimbursement request. Requests for approval of academic travel should be received in the Dean's Office and/or Provost's Office at least 1-week prior to scheduled travel in order to qualify for reimbursement of expenses.

Name _____

Department _____ Date _____

Are students traveling with you? _____. If yes, attach list of students who will be traveling.

Name of Organization/Meeting _____

Location(s) and Date(s) _____

Purpose of Travel _____

Mode of Travel _____

Estimated Reimbursable Expenses:

Transportation _____

Hotel _____

Meals _____

Registration _____

Miscellaneous _____

TOTAL _____

Approved for \$ _____ Acct # _____
Department Chair

Approved for \$ _____ Acct # _____
Dean

Approved for \$ _____ Acct # _____
Provost and VPAA (if applicable)

Total approved for reimbursement: _____

I understand that trip expenses must be submitted for reimbursement to the dean's office no later than forty five (45) days after last day of travel in order to be reimbursed.

Signature of Faculty/Staff

MAKE COPIES FOR DEAN, DEPARTMENT CHAIR AND FACULTY MEMBER WHEN COMPLETED