

Travel Authorization

Travel Authorization Form

An approved travel authorization is required prior to work-related travel. This form must be submitted at least 5 days prior to any travel arrangements being made.

Travel Name:	Date Submitted:
Travel Start Date:	Travel End Date:
Travel From: (City/State)	Travel To: (City/State)
Traveler's Name:	Dept./Unit:
Employee:	Traveler's Address:
Traveler's Email:	

Business Purpose:

Important Travel
Details/Requests

Travel Needs and Estimated Costs:

Personal Vehicle Mileage	\$	Paid By	
Rental Car & Gasoline	\$	Paid By	
Airfare	\$	Paid By	
Lodging	\$	Paid By	
Registration Fees	\$	Paid By	
Miscellaneous	\$	Paid By	

*Miscellaneous includes baggage fees, shuttles, cab fare, parking, Tolls, etc. *Mileage rate is _____

Meals: Are you claiming per diem? Meals were provided?

Attachments:

Funding Description	Funding String	Amount	Budget Owner (initial below)
Supervisor Signature		Date	
EBO Signature		Date	
Post Award Signature		Date	