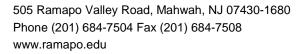


## TRAVEL AUTHORIZATION REQUEST

- Tra:	Travel Request Date: vel Request Number:			
Employee Name:				
□Faculty □Staff Unit Name:				
Fund: Org: Acct: _	Pgm:	Phone Ext:		
Non-faculty only Request for Approval	for Attendance at Ev	ents form received		
Reason for Travel:				
Departure Date:	Return Date:			
Destination:				
Other Employees Traveling:				
Travel Description		Estimated Cost		
Means of Travel  □Air □Rail □Car Rental □Personal Veh Personal/College Vehicle: Estimated Mile College Vehicle: Dates Needed: □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□	eage:	Reimbursement	P Card Charge / Purchase Order  Not Applicable	
Reimbursement Amount				
Total Cost of Trip (Reimbur	sement + P Card)			
Approved Amount				
Print Name Signature  Approved Expenditure – Unit Head	Print Name Approved Ex	Print Name Signature Approved Expenditure – Division VP		

Form 78(12/2011)





## Request for Approval for Attendance at Events Faculty Use Only Approval from Employee Relations NOT Required

Name:			
School:			
Title:			Ext #:
Event:			
Sponsor:			
Event Location:		Event Date:	
Overnight accommodations require	ed? YES	NO	
Out-of-state travel required?	YES	NO	
Estimated Cost:			
College to pay cost? YES	NO		
Sponsor to pay cost? YES	NO	]	
Employee to pay cost? YES	NO	]	
Reason for attendance:			
Has sponsor offered an honorariun Employee Signature	Date	NO Amou	int:
Class Coverage? YES	NO Plea	ase describe:	
Comments:			
Ī	Dean Signature	Date	

NOTE: This form must be retained in the School for five (5) years.