This form is to be completed prior to incurring any travel expense. Actual expenses are to be submitted for reimbursement on the University’s standard Travel Expense Report as soon as possible after completion of travel. *Remember to attach all receipts including food. This form must be completed if your travel is expected to be overnight or out-of-state.

Date Prepared:__________________  For (Person):________________________

Attending:________________________________________________

Where:____________________________  When:______________________

Expense Estimates:

Transportation:  $___________  Account Code(s) to charge expenses:

Lodging:  $___________  ______________________________

Meals*:  $___________  ______________________________

Other:  $___________

TOTAL  $____________

I understand it is my responsibility to enter my absence from the University into “EmpCenter” before the above listed travel.

Signature:_____________________________  Date:___________________

To be completed by Chair/Director:

(If request is for a Chair/Director submit form to the Dean’s office for approval)

Amount approved: $_______________

Approved by:_________________________  Date:__________________

A copy should be given to the requestor and the unit should keep the original.