

Travel Authorization & Advance Request			
Traveler Name		Date Required	
Department		Advance Amount Requested	
Trip Dates		Trip Destination	
Account Number(s)		Amount	
		Amount	
		Amount	
Attach conference agenda or itinerary	Conference / Workshop Title		Participation
			Presentation
			Participating on a Panel
			Attending
Describe business purpose for non-conference travel			

Estimated Expenses	
	Amount
Meals	
Lodging	
Airfare	
Airline Baggage Fees, etc.	
Auto Rental / Motor Pool	
Taxi / Bus / Subway / etc.	
Milage Reimbursement	
Parking & Tolls	
Registration Fees	
Tips not included with receipts	
Miscellaneous	
Total Expenses	-

TRAVELER	DATE
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Dean / Department Approval			
Per Diem	Approved	Not Approved	Division Per Diem Limit
If per diem is not approved all receipts are required. If division limit is entered, the lower of this limit or the federal limit will be applied.			
Per diem rates are available at: http://www.gsa.gov/portal/category/21287			
Total expenses not to exceed			
APPROVAL		DATE	
SECOND APPROVAL (IF REQUIRED)		DATE	

Business Office Use Only			
Advance Accounts			
Admissions	110000-1375	Ceramics	111000-1374
Athletics	110000-1376	All Others	110000-1374
Cashier			
Cash Received	SIGN		DATE