

# Project-Based Travel Pre-Approval Request Form

Please complete this form and obtain all necessary approvals prior to making any travel arrangements.

## 1. Traveler Information

Traveler Full Name:

Job Title / Role:

Department:

Email Address:

Phone Number:

## 2. Project & Funding Details

Project Name:

Project Code / WBS Element:

Funding Source / Grant Name:

Principal Investigator / Project Manager:

## 3. Travel Itinerary & Purpose

Destination (City, State/Country):

Departure Date (MM/DD/YYYY):

Return Date (MM/DD/YYYY):

Business Purpose of Travel:

Relevance to Project / Deliverables:

## 4. Estimated Expenses

Airfare / Transportation:

Lodging / Accommodation:

Meals & Incidentals (M&IE):

Conference / Registration Fees:

Other Expenses (Taxi, Parking, etc.):

**Total Estimated Cost:**

## 5. Pre-Authorization Signatures

By signing below, the traveler and authorized approvers certify that the requested travel is necessary for the project and funds are available.

Traveler Signature:  Date:

Project Manager / PI Signature:  Date:

Department Head Signature:  Date: