Multi-Destination Pre-Trip Approval Form

Please complete this form and obtain the necessary approval signatures prior to booking any travel. This form is designed to be printed and signed.

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1. Traveler Information

Traveler Full Name:		Employee ID:	
Department / Division:		Job Title:	
Email Address:		Phone Number:	
Direct Supervisor/Manager:			

2. Trip Overview & Purpose

Business Purpose of Trip:			
Overall Start Date:	YYYY-MM-DD	Overall End Date:	YYYY-MM-DD

3. Destination Details (Multi-Leg Itinerary)

Leg	Destination (City, State/Country)	Arrival Date	Departure Date	Primary Business Activity / Organization to Visit
1	e.g. London, UK	YYYY-MM-DD	YYYY-MM-DD	e.g. Annual Conference
2	e.g. Paris, France	YYYY-MM-DD	YYYY-MM-DD	e.g. Client Meeting
3		YYYY-MM-DD	YYYY-MM-DD	
4		YYYY-MM-DD	YYYY-MM-DD	

4. Estimated Expense Breakdown

Expense Category	Estimated Cost (USD)
Airfare / Flight Costs:	$ 0.00
Lodging / Hotel Accommodations:	$ 0.00
Meals / Per Diem:	$ 0.00
Local Transportation (Train, Taxi, Rental Car):	$ 0.00
Other Expenses (Registration fees, Visas, etc.):	$ 0.00
TOTAL ESTIMATED TRIP COST:	$ 0.00
Funding Source / Cost Center Code:	

5. Required Approvals & Signatures

Please print this form and sign below for physical routing, or apply digital signature if using an electronic document workflow.

Traveler Signature	Supervisor / Manager Approval	Finance / Budget Approver
_____	_____	_____
Date: YYYY-MM-DD	Date: YYYY-MM-DD	Date: YYYY-MM-DD