

Academic Travel Pre-Authorization Request Form

Please complete this form and obtain all necessary approvals prior to making travel arrangements or incurring expenses.

1. Traveler Information

Traveler Name (First, Last):

Academic Title / Position:

Department:

Email Address:

Phone Number:

2. Trip Details

Destination (City, State, Country):

Departure Date (MM/DD/YYYY):

Return Date (MM/DD/YYYY):

Purpose of Travel (e.g., Conference, Research, Collaboration):

Event / Conference Name:

Title of Presentation / Paper (if presenting):

3. Estimated Expenses

Conference Registration Fee (\$):

Airfare / Transportation (\$):

Lodging (\$):

Meals & Incidental Expenses (\$):

Other Expenses (Ground Travel, Parking, etc.) (\$):

Total Estimated Expenses (\$):

4. Funding Source Information

Funding Type (e.g., Department, Grant, Professional Development):

Account / Speedtype / Chartfield Number:

Grant Principal Investigator (if applicable):

5. Pre-Authorization Signatures

Please print and sign this form before submission.

Traveler Signature: Date:

Department Chair / Supervisor Signature: Date:

Dean / Vice President Signature: Date: