



Student Development and Enrollment Services Travel Authorization Request

This form must be approved vice president or his/her designee for all travel prior to submitting a travel requisition to Finance and Accounting and incurring any travel expenses. It is no longer a requirement for this form to be submitted to F&A. After VP approval, it should be maintained by the department.

Traveler's Name:

Pay Plan:

Employee Title:

Employee ID:

Department Name:

Travel Funding Dept #:

Travel Dates: / / thru / /
MM DD YY MM DD YY

Travel Destination:

Estimated Travel Cost:

Funding Source %: E&G C&G Aux ASF Other

Please Explain Other:

Event Name:

Event Type:

Please Explain Other:

Travel Purpose:

Please Explain Other:

Describe how the travel activity is critical to the mission of the university:

Approved Disapproved

Traveler's Signature:

Date:

Department Director's Signature:

Date:

Asst VP Signature (If required):

Date:

SLT Signature (If required):

Date: