



Request for Authorization to Travel

AS292
r 03/99

This form must be approved for ALL individual travel which will be reimbursed by the University.

	Traveler's Name	Check (U) one: { } Employee { } Visitor	<div style="border: 1px solid black; padding: 2px;">Enc IT #</div>
	Soc Sec Number		
	Title		
	Department	Destination (city/state)	
	Campus Phone	Departure Date	
	Budget Code	Return Date	

Purpose of travel

Estimated Expenses		Initial	Special Approval Requested for (³ initial appropriate items)
\$	Mileage ____ @ ____ ¢/mile		1) Actual expense reimbursement for meal that is designated integral part of the conference.
	Vehicle rental		2) Vehicle rental reimbursement. Justify below.
	Lodging for ____ days		3) Lodging reimbursement up to 25% in excess of maximum otherwise allowed. (Justify below.)
	Meals for ____ days		4) Meal reimbursement up to 25% in excess of maximum otherwise allowed. (Justify below.)
	Air fare		5) Travel expenses for graduate/medical students being recruited.
	Registration		6) Foreign travel--all travel outside the 50 United States, District of Columbia, Puerto Rico, and the Virgin Islands. Use of U.S. Department of State reimbursement rates requested? { } Yes { } No
	Other allowable expenses		7) Extension of temporary assignment beyond 30 days.
\$	TOTAL Estimated Cost		

Vehicle rental justification:	(Note: The cost of Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI) are <u>not</u> reimbursable expenses. In the event of an accident, the traveler should pay the deductible and claim reimbursement on the expense
Lodging and/or meal excess justification:	

Traveler's Signature _____ Date ____/____/____

RECOMMEND/APPROVE	Signature	Date
Department Head		
Dean/Director (for 2, 3, 4, 5)		
*Vice Chancellor		
Provost (for 6, 7)		

Note: Traveler cannot approve this authorization. This approved document must be attached to the travel expense reimbursement voucher when submitted.

* Optional, at the discretion of the administrator, unless approving travel as immediate supervisor, when signature would be required.