

PRE-APPROVAL FOR TRAVEL

Provost Direct Report

Name _____

Department _____

Telephone _____ Email Address _____

Dates of Travel _____

Destination _____

Purpose of Travel [research, conference (are you presenting?), recruitment...] _____

Estimated cost of trip:

Transportation \$ _____ (indicate: mileage, airfare, train or _____ other)

Lodging \$ _____

Registration fee \$ _____

Per Diem \$ _____

Miscellaneous \$ _____ explain _____

Total \$ _____ Estimated cost of trip

Funding Source: (List all accounts with estimated contribution)

Account Name _____ BP _____ \$ _____ (or) _____ %

Account Name _____ BP _____ \$ _____ (or) _____ %

Account Name _____ BP _____ \$ _____ (or) _____ %

Account Name _____ BP _____ \$ _____ (or) _____ %

Account Name _____ BP _____ \$ _____ (or) _____ %

Signature of Traveler

Provost and Vice Chancellor for Academic Affairs

Approve Disapprove