

All travel arrangements must be approved by all levels of management no less than 10 business days prior to committing university funds. Traveler agrees to submit a complete travel expense report within 10 business days for domestic and 15 business days for international after completion of travel. Travel related to Sponsored Programs must also be approved in advance.

NOTE: Failure to adhere to this procedure may result in denial of travel.

Name _____ Date _____

Cell Phone _____ Preferred Email Address _____

Department _____

Purpose of Trip _____

DAY/DATE	CITY/COUNTRY	HOTEL/TELEPHONE
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Depart _____

Return _____ Round Trip Yes No

Multiple Trip Information* _____

Regular university responsibilities (courses) missed during trip will be covered by _____

INDEX (_____)	SIGNATURE	DATE
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TRAVEL BUDGET	Traveler _____	_____
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Transportation:	Department Head/PI _____	_____
<input type="checkbox"/> POV <input type="checkbox"/> Air <input type="checkbox"/> Other \$ _____		

<input type="checkbox"/> Rental Car \$ _____	Dean/Vice President _____	_____
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<input type="checkbox"/> Taxi/Shuttle Service \$ _____	Sponsored Programs (_____) _____	_____
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Lodging \$ _____	Risk Manager (_____) _____	_____
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Meals \$ _____	Research Compliance (_____) _____	_____
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Registration Fee \$ _____	(International Travel Only)	
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Other/Tips \$ _____	Have you scheduled your brief with the Director of Research Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date _____
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ESTIMATED TRIP TOTAL \$ _____	Is this travel related to controlled/restricted research? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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_____	Will you be carrying any information that is controlled or restricted? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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_____	Are you planning on bringing specialized equipment (lab equipment, tools, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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Senior Vice President _____

A copy of the approved itinerary should be returned to traveler for submission with expense report.