

Travel Authorization Form

Received

Person Traveling

Traveling To

Traveler's Name <input style="width: 90%;" type="text"/>	City <input style="width: 85%;" type="text"/>	Departure <input style="width: 95%;" type="text"/>
Account # to Charge <input style="width: 95%;" type="text"/>	State <input style="width: 85%;" type="text"/>	Return <input style="width: 95%;" type="text"/>

The reason for your travel

Estimate Cost Of Travel

Cost Of Travel

Type Of Transportation	Miles <small>(For personal car only)</small>	Fare	Subtotal
<input style="width: 95%;" type="text"/>			
<input style="width: 95%;" type="text"/>			
<input style="width: 95%;" type="text"/>			

Accommodations

Rate	Number of Days	cost
<input style="width: 95%;" type="text"/>		
<input style="width: 95%;" type="text"/>		

Miscellaneous (Tolls/Parking/Etc.)

Description	Cost
<input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text"/>	

Total Estimated Cost

Days of Travel

<input style="width: 95%;" type="text"/>	Food Allowance (\$70 a day)
<input style="width: 95%;" type="text"/>	<i>Total Cost of Accommodations</i>
<input style="width: 95%;" type="text"/>	<i>Total Cost of Transportation</i>
<input style="width: 95%;" type="text"/>	<i>Miscellaneous Expense</i>
<input style="width: 95%;" type="text"/>	
	<i>Cost of Travel</i>

Approval Signature

Only one Signature is needed

Academic Dept. _____ Date

Admin Dept. _____ Date