

**Student Travel Pre-Authorization Form**

Return form to the Dean's Office, 2 weeks prior to Travel (At least 4 weeks if traveling by Air)

<b>Traveler Information</b>	
Traveler name	
E-mail	
Phone	
Description of Trip	
Justification	
Proposed Funding Source	
<b>Travel Information</b>	
Destination	
Departure date	
Return date	
<b>Estimated Expenses</b>	
Travel	
Lodging	
Rental Car	
Registration Fees	
Per Diem	
Parking	
Taxi	
Miscellaneous	
<b>TOTAL</b>	\$

Approved       Disapproved

\_\_\_\_\_  
 Traveler's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dean's Signature

\_\_\_\_\_  
 Date