

T1 Travel Approval Request

Travel Req#	
Acct. #	

Travelers must obtain all required signatures <u>prior</u> to travel for internal approvals, procedural compliance and cost-effective trip planning. Send completed original signed copy with your reimbursement voucher or travel card statement to the Travel Office, 401 Culkin Hall. If you're not submitting a reimbursement voucher or travel card statement, please still forward the signed T1 to the Travel Office as a record of your travel status.

PART I – To Be Completed by the Traveler					
Traveler Information					
Name (Last, First, MI):	Title:				
Department:	Phone: Date:				
Purpose for Trip:					
Destination (City, State):					
Departure:					
Date	Date				
Anticipated Expenditures			Totals		
Registration:					
Transportation:					
☐ Rental Car: Confirmation #:	Location	:			
☐ State Vehicle:	miles @	/mile			
☐ Airfare:					
\square Train:					
\square Personal Car Mileage:	miles @	/mile			
Lodging:		,			
☐ Receipted (per diem)	days x	/day			
☐ Un-Receipted:	days x	, /day			
Meals:		,			
\square Per Diem (overnight):	days x	/day			
\square \$5/\$12 (day trip):	breakfast(s) @				
	dinner(s) @	/instance			
Incidental Expenses:		,			
<u>-</u>	Tolls/Bridges:	Subway:			
Total Anticipated Cost of Trip:					
PART II – Approvals					
Persons who travel before obtaining approvals do so at their own risk and may not be reimbursed for their travel costs.					
Traveler (required)	Date	Traveler's Immediate Supervisor	Date		
*Dean	Date	**Divisional Vice President	Date		

^{*}Dean's approval is required for ALL faculty travel

^{**}VP approval is required for ALL out-of-state travel