

**UNIVERSITY PREAUTHORIZATION FORM FOR TRAVEL:  
ADMINISTRATORS, FACULTY AND STAFF**

*This form is to be used for all overnight travel except; a) Faculty Professional Development, b) Provost fund for teaching and scholarship. c) Faculty –sponsored student research and d) Program Athletics Team and Admissions Recruiters. This form may be reproduced via e-mail exchange to expedite approval.*

**Employee Instructions:** A request for official travel and hotel accommodations to attend a conference, workshop, lecture or other such event in the performance of University duties must be pre-approved by the employee’s immediate supervisor. The request must then be routed for approval to the appropriate Director or Department Head/Dean **And** Senior Vice President /Vice President for the unit **prior** to the actual travel.

Purpose of Travel \_\_\_\_\_

Dates of Travel \_\_\_\_\_

Location of Travel \_\_\_\_\_

Event \_\_\_\_\_ (attach event detail/announcement)

Employees Traveling: Traveler 1 \_\_\_\_\_

Traveler 2 \_\_\_\_\_ Traveler 3 \_\_\_\_\_

Traveler 4 \_\_\_\_\_ Traveler 5 \_\_\_\_\_

Is any portion of this trip to be paid directly to you or RWU by the event sponsor  Yes  No  
If yes, please attach a detailed explanation.

Estimated Cost of Travel - *A copy of itinerary with travel costs and hotel rates for my accommodations are attached.*

	Traveler 1	Traveler 2	Traveler 3	Traveler 4	Traveler 5
Registration					
Air fare					
Hotel					
Meals					
Car Rental					
Misc					
Total					

**Director/ Department Head/ Dean Approval**

I certify that this travel expenditure is critical and has been funded in the current Fiscal Year Operating Budget.

Budget Account Number \_\_\_\_\_

Director/ Department Head/Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

SVP/ VP \_\_\_\_\_ Date \_\_\_\_\_

**TRAVEL ARRANGEMENTS ARE TIME SENSITIVE. PLEASE PROCESS AS QUICKLY AS POSSIBLE.**