

**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.