

## Travel Pre-Approval Form

### GENERAL INFORMATION

Traveler's Name  Manager   
Departure Date  Department   
Return Date  Destination City

Purpose of Travel:

### TOTAL ESTIMATED COST OF TRIP

Transportation  Registration Fee(s)   
Meals/Per Diem  Lodging   
Other Expenses  Total Estimated Costs

Is the travel billable? If so, list which clients below:

### AUTHORIZATION

I certify that this travel is necessary and that the required funds are available for expenditure.

Supervisor Signature

Printed Name

Date

Finance Signature

Printed Name

Date

**POLICY:** It is highly recommended that travel is booked 2 weeks in advance in order to guarantee availability and avoid high travel costs. For non-billable trainings and conferences, there is a 2 week minimum to book and travel costs must be pre-approved.