



## Travel Authorization and Out-of-State Approval Form

Traveler's Name: \_\_\_\_\_

Destination: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

Purpose of Travel:

**For Out-of-State Travel:** Provide a brief statement as to how employee's participation at this function directly affects the academic program, research program or funding activity of the campus:

Signature of Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Account Number: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Head/Supervisor)

President's Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(For Out-of-State Travel Only)

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Air Travel Authorization Number: \_\_\_\_\_ Date: \_\_\_\_\_

Issued By: \_\_\_\_\_

### Air Travel Authorization:

When requesting air travel authorization, mail or fax completed form to the Travel Dept (fax number x7133). Air travel authorization number will be issued and form returned to Traveler.