



The University of Akron
**Buchtel College of Arts
 and Sciences**

TRAVEL AUTHORIZATION

This form is to be completed prior to incurring any travel expense. Actual expenses are to be submitted for reimbursement on the University's standard Travel Expense Report as soon as possible after completion of travel. *Remember to attach all receipts including food. This form must be completed if your travel is expected to be overnight or out-of-state.

Date Prepared: _____ For (Person): _____

Attending: _____

Where: _____ When: _____

Expense Estimates:

Transportation:	\$ _____	Account Code(s) to charge expenses:
Lodging:	\$ _____	_____
Meals*:	\$ _____	_____
Other:	\$ _____	
TOTAL	\$ _____	

I understand it is my responsibility to enter my absence from the University into "EmpCenter" before the above listed travel.

Signature: _____ Date: _____

To be completed by Chair/Director:

(If request is for a Chair/Director submit form to the Dean's office for approval)

Amount approved: \$ _____

Approved by: _____ Date: _____

A copy should be given to the requestor and the unit should keep the original.