

# Travel Authorization Form

Received

## Person Traveling

## Traveling To

Traveler's Name

City

Departure

Account # to Charge

State

Return

The reason for your travel

## Estimate Cost Of Travel

### Cost Of Travel

Type Of Transportation	Miles <small>(For personal car only)</small>	Fare	Subtotal
<input style="width: 100%;" type="text"/>			
<input style="width: 100%;" type="text"/>			
<input style="width: 100%;" type="text"/>			

### Accommodations

Rate	Number of Days	cost

### Miscellaneous (Tolls/Parking/Etc.)

Description	Cost

### Total Estimated Cost

Days of Travel

Food Allowance (\$70 a day)

*Total Cost of Accommodations*

*Total Cost of Transportation*

*Miscellaneous Expense*

+

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**Cost of Travel**

## Approval Signature

Only one Signature is needed

Academic Dept. \_\_\_\_\_ Date

Admin Dept. \_\_\_\_\_ Date