

BLANKET PRIOR APPROVAL REQUEST  
Travel & Conference Expenses



NAME OF TRAVELER DEPARTMENT NAME EXTENSION

Banner ID Number:

DESTINATION DEPARTURE DATE/EST. TIME RETURN DATE/EST. TIME

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*ESTIMATED EXPENSES:	EXPENSE DISTRIBUTION				
	BLANKET TOTAL	DEPARTMENT NO. 1	\$	DEPARTMENT NO. 2	\$
Registration/Conference Fees					
Travel					
Mileage (at current rate)					
Lodging					
Per Diem					
Miscellaneous					
TOTAL	\$ -		\$ -		\$ -

PURPOSE OF TRAVEL:

TRAVELER MUST ATTACH APPROPRIATE DOCUMENTATION IN SUPPORT OF EACH PROPOSED TRIP. THE ENTIRE REQUEST MUST BE RECEIVED IN THE CONTROLLER'S OFFICE AT LEAST TWO WEEKS PRIOR TO THE DEPARTURE DATE. THE TRAVELER MUST SUBMIT A TRAVEL & CONFERENCE EXPENSE REPORT WITH ORIGINAL RECEIPTS WITHIN TEN DAYS OF EACH COMPLETED DESTINATION.

TRAVELER Date

CHAIR, DIRECTOR, DEAN Date

GRANTS OFFICE (IF APPLICABLE) Date

DEAN/VICE PRESIDENT Date

PRESIDENT Date

FISCAL OFFICE ONLY ENCUMBERANCES:	

SUBMIT ENTIRE FORM TO CONTROLLER'S OFFICE, A COPY WILL BE RETURNED TO THE TRAVELER.



Revised 09/2011