

# REQUEST FOR AUTHORITY TO TRAVEL ON UNIVERSITY BUSINESS

Check here if  
Variance Statement  
on Form 25

**Approval of this form as it is submitted does not mean necessarily that the total estimated expenses may be claimed for reimbursement. Exact reimbursement of travel expenses must be made in accordance with Purdue policy and can finally be determined only after the travel voucher has been submitted for reimbursement and reviewed by the Business Office and/or Disbursements.**

1. Name \_\_\_\_\_  
REQUESTS AUTHORITY TO TRAVEL ON UNIVERSITY BUSINESS

3. Department Name \_\_\_\_\_

4. Leaving at \_\_\_\_\_ on \_\_\_\_\_ 5. Returning at \_\_\_\_\_ on \_\_\_\_\_

6. Traveling from \_\_\_\_\_ to \_\_\_\_\_ and return \_\_\_\_\_

7. Purpose of travel? \_\_\_\_\_  
If you have any specific duties at this meeting (Section Chairperson, Give Address or Paper, Etc.) give details here:

8. Will any Personal Travel be Combined with Business Travel? \_\_\_\_\_

9. Date and time **official business** begins: \_\_\_\_\_ ends: \_\_\_\_\_

10. Will you be traveling to a country currently under U.S. Dept of State warning?  Yes  No

If yes, forward to Associate Provost and Dean of International Programs, Young Hall for approval signature on Line 18.

[Click here for list of countries with current travel warnings](#)

11. Other University staff attending \_\_\_\_\_

**13. ESTIMATED EXPENSES**

TRANSPORTATION:

**BUSINESS AND PERSONAL TRAVEL COMBINED:**

**A statement from a travel agency, airline, or print-out of on-line quote produced PRIOR to the trip must be attached showing cost of transportation from home office to place of business and return.**

A. University Vehicle\*

\_\_\_\_\_ 0 miles at \$0.00 per mile \_\_\_\_\_ \$0.00

\_\_\_\_\_ 0 days at \$0.00 per day \_\_\_\_\_ \$0.00

B. Departmentally Owned Vehicle\*\*  Yes  No

C. Private Vehicle

\_\_\_\_\_ 0 miles at \$0.000 per mile \_\_\_\_\_ \$0.00

D. Plane Fare \_\_\_\_\_ PREPAID BY DEPARTMENT \_\_\_\_\_ \$0.00

E. Rental Vehicle \_\_\_\_\_ \$0.00

**NOTE: Insurance on rental car is not reimbursable.**

F. Taxi, Shuttles, Other Local Conveyances \_\_\_\_\_ \$0.00

G. Registration Fees \_\_\_\_\_ PREPAID BY DEPARTMENT \_\_\_\_\_ \$0.00

H. Lodging Costs \_\_\_\_\_ \$0.00

I. Subsistence Allowance

\_\_\_\_\_ 0.00 DAYS @ FULL M & IE RATE \_\_\_\_\_ PER DAY \_\_\_\_\_ \$0.00

J. Other (specify) \_\_\_\_\_

\_\_\_\_\_ \$0.00

\_\_\_\_\_ \$0.00

**TOTAL ESTIMATED EXPENSES** \_\_\_\_\_ **\$0.00**

\* To be completed if University vehicle is used. Actual cost will be charged to account number indicated on Transportation Form 1.

\*\* Operating expenses to be borne directly by department.

**14. EXPENSES TO BE PAID FROM:**

FUND	COST CENTER	ORDER	\$ or %

**SPONSORED PROGRAM SERVICES (SPS) APPROVAL**

SIGNATURE OF SPONSORED PROGRAMS REVIEWER \_\_\_\_\_ DATE \_\_\_\_\_

**15. NOTES AND EXPLANATIONS** (ATTACH ADDITIONAL SHEETS IF NECESSARY.)

**IMPORTANT!!!!**

If travel is funded by federal funds, travel must be made on a U.S. Air Carrier. Justification according to Federal Travel Regulations must be provided if a foreign air carrier is used. Visit: [http://www.purdue.edu/travel/Transportation/Air\\_Travel/airfaretravel.htm#usflag](http://www.purdue.edu/travel/Transportation/Air_Travel/airfaretravel.htm#usflag) for details.

**16. APPROVAL REQUESTED**

SIGNATURE OF STAFF MEMBER \_\_\_\_\_ DATE \_\_\_\_\_

Position \_\_\_\_\_

**17. RECOMMENDATION/APPROVAL - SOURCE OF FUNDS**

BUSINESS OFFICE (Determined by Comptroller Authorization Level) \_\_\_\_\_ DATE \_\_\_\_\_

**18. RECOMMENDATION/APPROVAL - PROGRAMMATIC**

VICE PRESIDENT, DEAN OR DESIGNEE \_\_\_\_\_ DATE \_\_\_\_\_

**19. RECOMMENDATION/APPROVAL - Country with U.S. Dept of State Warning**

OFFICE OF THE DEAN OF INTERNATIONAL PROGRAMS \_\_\_\_\_ DATE \_\_\_\_\_

VALID ONLY WHEN DATED AND INITIALED BY AN AUTHORIZED UNIVERSITY OFFICIAL