



**NO EXPENSE TO THE UNIVERSITY  
REQUEST FOR TRAVEL AND TRAVEL AUTHORIZATION**

This form should be completed by anyone traveling on Official University Travel at no expense to the University. All requests must be submitted prior to date of travel.

Date of request: \_\_\_\_\_ Destination: \_\_\_\_\_

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

Purpose of Travel: \_\_\_\_\_

\_\_\_\_\_

Travel to begin (Date & Time): \_\_\_\_\_

Travel to End (Date & Time): \_\_\_\_\_

**Approvals**

Signature of person traveling: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Travel Approval: \_\_\_\_\_ Date: \_\_\_\_\_