

Request for Travel Authorization

Click here for online help.

NOTES: On-line requests should not use this form, but should be gained from Banner Finance Self Service. If submitted in duplicate, a copy will be returned to the department when approved. This form is only to be used for travel in the continental United States and Canada. Travel to Hawaii, Alaska, and out of the country must be processed on the form Request for International Travel (Including Hawaii and Alaska). The University Of Memphis Policy <u>UM1309 University Travel</u> provides additional information for completing this form.

| Name: | | | | | | |
|--|-------------|----------|-------------------|------------------|--------------------------|------|
| Department: | | | | | | |
| Phone: <u>Banner UID</u> : | | | | | | |
| Date of Request: | | | | | | |
| Faculty/Staff | Studer | nt P | rospective Facu | Ity Visitor | | |
| Amount: \$ | | | | | | |
| Index/Account Code | e to be Cha | arged: | | | | |
| Complete the following | owing for | prospect | tive faculty or v | visitor: | | |
| Address: | | | | | | |
| City: | | State: | Zip: | Country: | | |
| Spouse travel auth | norized? | No | Yes (Spouse | travel must have | Vice Presidential approv | ral) |
| Mode of Travel: | Airline | Auto | (employee) | Motor Pool | Other: | |
| Dates of Travel: | | to | Desti | nation: | | |
| Purpose of Travel: | | | | | | |
| | | | | | | |
| A DDD OVAL O A O DI | | | | | | |
| APPROVALS AS RE | EQUIRED | | | | | |
| Department Head | | | | | Date | _ |
| Dean/Director | | | | | Date | _ |
| Vice President | | | | | Date | _ |
| | | | | | | _ |
| President | IOE LIGE (| NII V | | | Date | |
| ACCOUNTING OFF | ICE USE (| JNLY | | | | |
| Availability of Funds: Travel Purchase Order Number: | | | | | | |