ACADEMIC AFFAIRS TRAVEL AUTHORIZATION FORM

The omission of filing a travel authorization form with the university prior to actual travel may exclude traveler from university insurance protection and will also disqualify any expense reimbursement request. Requests for approval of travel should be received in the Dean's Office and/or Provost's Office at least 1-week prior to scheduled travel to qualify for reimbursement of expenses.

Name ____

Department ____

Are students traveling with you? YES ☐ NO ☐ *If yes, attached list of students who will be traveling.*

If you are traveling internationally, do you have any external funding for a sponsored project (grants/contracts)? *Answer 'Yes' even if the travel is unrelated to the external funding* YES ☐ No ☐
If 'Yes', please contact the Office of Sponsored Programs (osp@bradley.edu) for assistance in determining whether an updated SFI/FI form must be submitted via canvas.

Name of Organization/Meeting ____

Location(s) and Date(s) of Travel ____

Purpose of Travel ____

Mode of Travel ____

Estimated Reimbursable Expenses:

Transportation $_________________

Hotel $__________________________

Meals $__________________________

Registration $____________________

Miscellaneous $__________________

TOTAL $_________________________

Approved for $__________ Account #____________________ ________________________________
Dept Chair/Unit Director

Approved for $__________ Account #____________________ ________________________________
Dean/Associate Provost

Approved for $__________ Account #____________________ ________________________________
Provost

I understand that trip expenses must be submitted for reimbursement no later than forty-five (45) days after last day of travel in order to be reimbursed.

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Signature of Faculty/Staff