



# Travel Authorization Request

TU Employee  or TU Student  : \_\_\_\_\_ Department: \_\_\_\_\_  
(Name)

Enter TU ID#: \_\_\_\_\_

Telephone: \_\_\_\_\_

Is traveler a US Citizen or Permanent Resident Alien? Yes  No   
If **NO**, you must contact the NRA Tax Office at X 4-5269 before submitting form to Budget Office

Destination: \_\_\_\_\_

Purpose of Travel: (Attach agenda or brochure)

Date of Conference: Start: \_\_\_\_\_ End: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Estimated Cost:	Registration Fee: _____	Source of Funds:
(List ONLY costs to be paid by the University)	Lodging: _____	1) Dept or Grant: _____
	Meals: _____	Amount: _____
	Transportation: _____	2) Dept or Grant: _____ **
	Other: _____	Amount: _____
	Total Estimated Cost: _____	3) Dept or Grant: _____ ***
		Amount: _____

### Required Signatures of Approval:

_____	_____	_____
Authorized Budget Signature	Department	Date
_____	_____	_____
**Authorized Budget Signature (Second Source of Funds, if applicable)	Department	Date
_____	_____	_____
***Authorized Budget Signature (Third Source of Funds, if applicable)	Department	Date
_____	_____	_____
University Budget Office (Required for budget verification when total cost of trip exceeds \$1000 or is funded by a sponsored project)	Date	
_____	_____	_____
Financial Services Signature	Date	