

Travel Authorization Form

Department:		Date of Travel Request:	
<p>I request authorization to travel as indicated below and to incur necessary expense in accordance with applicable travel procedures.</p>			
Name:		Signature	
Phone:		of Traveler:	
Date of Departure	Date of Return	Purpose of Travel:	
Mode of Travel & Estimated Cost - Check One <input type="checkbox"/> NTU Vehicle <input type="checkbox"/> Private Vehicle		Mileage Est. _____ miles @ _____ c /mile \$	Mileage Cost Est. _____ Transportation Cost Estimate: \$ _____
Other Possible Expense (Itemize):			Misc. Cost Estimate
Destination:			
I hereby approve this travel request.		Date Approved	Charge to Acct. No.
Department Head			Total Cost Estimate \$
Travel Authorized by:		Date Approved	Charge to Acct. No.
Chief Financial Officer			Total Advance \$
<u>TRAVEL EXPENSE STATEMENT</u>			
Transportation: _____			
Lodging: _____			
Meal(s) - Per Diem: _____			
Other: _____			
TOTAL Reimbursement Request: \$ _____			
<p>I declare and affirm, under the penalties of perjury, that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct.</p> <p style="text-align: center;">NOTE: Attach NTU Travel Request Form & NTU Vehicle Use Form</p>			