

# Travel Pre-Approval Form

Required For Domestic Travel



FINANCIAL AFFAIRS

The University of Alabama at Birmingham

## TRAVELER INFORMATION

NAME		DEPARTMENT	
BLAZERID	EMAIL	PHONE NUMBER	

## TRIP INFORMATION

DESTINATION ( CITY / STATE )	DEPARTURE DATE mm/dd/yyyy	RETURN DATE mm/dd/yyyy
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BUSINESS PURPOSE EXPLANATION - Why is the trip necessary? How does the trip benefit the University?

## BUDGET INFORMATION - only include amounts that will be covered by the University

FUNDING SOURCE	ARE EXPENSES FULLY COVERED BY A CONTRACT OR GRANT? <input type="checkbox"/> YES <input type="checkbox"/> NO
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	ESTIMATED \$	Comments
CONFERENCE OR EVENT FEE		
AIRFARE		
MILEAGE		
PARKING (AIRPORT AND HOTEL)		
LODGING		
OTHER		
<b>TOTAL</b>		

CAN EVENT BE ATTENDED VIRTUALLY?  YES  NO

If Yes, why is in-person experience justified?

ADDITIONAL DETAILS THAT THE APPROVER SHOULD BE AWARE OF REGARDING THIS TRIP? PLEASE EXPLAIN.

**PLEASE ATTACH ANY DOCUMENTATION THAT MAY BE HELPFUL TO APPROVER (e.g. event invitation, agenda, etc.)**

## SUPERVISOR CERTIFICATION

I CERTIFY THAT IN-PERSON ATTENDANCE AND THE ASSOCIATED TRAVEL EXPENSE ASSOCIATED WITH THIS TRIP ARE ESSENTIAL TO ADVANCE AND FURTHER MY COLLEGE/DIVISION'S MISSION.

Comments

Supervisors Approval \_\_\_\_\_