

General Instructions:

- COMPLETE ALL SPACES BELOW:

[illegible]**EXPENSES**

Total Estimated costs \$ _____.

Requester: _____

Dept. Name _____

Approved: _____
Budget Officer

Acct. No. _____

Approved: _____
Appropriate Vice Chancellor

Funds available? _____
Yes No

Checked by: _____
(required signature)

The completed travel authorization only grants PERMISSION if funds are available. All requests associated with this trip must be processed as soon as possible. (Revised 4/2009)