UNIVERSITY OF ARKANSAS AT PINE BLUFF
TRAVEL AUTHORIZATION

General Instructions:

1. ALL EXPENDITURES ASSOCIATED WITH THIS TRIP MUST HAVE PRIOR APPROVAL IN THEIR ENTIRETY BEFORE A PURCHASE ORDER IS ISSUED ON ANY ONE PART (THE TICKET, REGISTRATION, MEALS, LODGING, EXPENSE TO DRIVE, ETC.) "WITHOUT EXCEPTION." IF FUNDS ARE INSUFFICIENT FOR ANY ONE PART, NO PART SHOULD BE AUTHORIZED. THIS FORM MUST BE ATTACHED TO THE PURCHASE REQUISITION.

2. AUTHORIZATION FOR PERMISSION TO TRAVEL SHOULD BE SUBMITTED AT LEAST TWO (2) WEEKS IN ADVANCE OF THE TRIP WHERE POSSIBLE. THIS FORM MUST HAVE THE SIGNATURE OF THE REQUESTER AND THE REQUESTER'S SUPERVISOR OR BUDGET OFFICE ***(TWO SEPARATE SIGNATURES***).

3. A RECEIPT IS REQUIRED FOR ALL EXPENDITURES. THESE RECEIPTS MUST BE SUBMITTED WITH THE TR-1 FORM (TRAVEL REIMBURSEMENT) IMMEDIATELY UPON RETURNING FROM TRAVEL. THE TR-1 FORM IS LOCATED ON THE UAPB WEBSITE. HTTP://WWW.UAPB.EDU/UPLOADS/TR1.PDF

COMPLETE ALL SPACES BELOW:

I request approval be given Brian T. Williams to travel

to Chicago, Illinois departing June 22, 2011 and

returning June 27, 2011

Travel: Automobile (✔) Personal ( ) State — Common Carrier (✔) Plane ( ) Bus

Purpose of trip: To attend the HOW Design Confernce 2011.

EXPENSES

Estimated mileage 84 / .42 / 35.28 (If driving) (# miles) (rate) (total) Meals 426.00 Lodging 1,095.00 Registration Fee 1,495.00 Plane Ticket 360.00 Other 50.00

Total Estimated costs $ 0.

Requester: _____

Dept. Name Title III

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)