



Travel Authorization Request for Employees

Traveler to complete this section

Name: _____ Employee ID: _____
 Traveler email address: _____
 Beginning Travel Date: _____ End Travel Date: _____
 Destination(s): _____
 City of Origin: _____ Will meals per diem be requested? _____

Note: Register all [no-cost trips with iSOS](#).

Travel Justification include 1) Reason for trip, 2) Benefit to University/Sponsor, 3) Conference/meeting name (no acronyms), Conference/meeting Date, Title of paper presented (if applicable)

Business Office to complete this section

Org Number: _____

Is this trip in the approved travel budget?

Note: unbudgeted travel requires OPAS form.

Does Sponsor require pre-approval for this trip:

Note: sponsor may require pre-approval 30-60 days before departure date.

Is this trip subject to the Fly America Act?

Is this trip funded by the U.S. Dept. of Defense or the Secretary of a military department?

If yes, no exception allowed to the Open Skies Agreements.

Business Office Approval