

Pre-Registration Travel Authorization



IMPORTANT: This form is not required by the Travel Department. Your department may require this form to be authorized prior to an official trip registration. This form should be completed and properly authorized as part of a submission for a Graduate School Travel Assistance Application. This form does not register the trip with Travel Accounting.
DO NOT SEND TO TRAVEL ACCOUNTING

Trip Information

| | |
|---------------------------|--------------------|
| Traveler's Name _____ | Current Date _____ |
| Approving Authority _____ | Depart Date _____ |
| Department _____ | Return Date _____ |
| Destination _____ | |

Trip Expense Estimate

| Expense Type | Description | Amount |
|-------------------|---|--------|
| Airfare: | | |
| Airfare Fee: | | |
| Personal Mileage: | | |
| Conference Fee: | | |
| Meals: | | |
| Lodging: | | |
| Car Rental: | | |
| Taxi, Bus, etc. | | |
| Parking: | | |
| Audit Fee | International = \$20; In-Utah Driving = \$8; Domestic Trip = \$12 | |
| Other: | | |
| Other: | | |
| Total | | |

Trip Purpose/Justification:

| BU | ORG | FUND | ACTIVITY | PROJECT | ACCOUNT | AU |
|----|-----|------|----------|---------|---------|----|
| | | | | | | |
| | | | | | | |

Traveler Signature

Authorization Signature