

**Travel Authorization Form**  
For use with financial policy 2.1.6 – Travel Expenses

Name of Traveler/Group:
Job Title:
College/Department:
Telephone:           -           -
ML:
E-mail:

Traveler is:           Faculty                      Staff                      Student
Group ( <i>attach a list of all travelers</i> )
Non-employee ( <i>specify</i> )
Purpose of travel:

Travel is:           Domestic                      International                      *Promptly send a copy of all approved Travel Authorization Forms for international travel to UC International ML0640*

Travel Dates:    Destination(s):

  to

  to

  to

**For internal use by unit:**

Indicate any dates within travel period that are for personal travel:

**Submitted by:**

**Approved by:**

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Traveler's Signature\* or Authorized Signature for Group

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Type/Print Name

*\* When using a personally-owned vehicle for travel, this signature certifies the traveler has a valid U.S. or Canadian driver's license and the required insurance coverage.*

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Supervisor\* Signature    Date

- If requesting any pre-payment, send a copy of this completed, dated and approved Travel Authorization Form with the Travel Expense Report to Accounts Payable prior to the trip.
  - Following the trip, attach this completed, dated and approved Travel Authorization Form to the Travel Expense Report.
  - The traveler should retain a copy of the signed Travel Authorization Form and make it available upon request from Internal Audit.
  - For non-employee or student travel, the authorization should be approved by the unit head of the organization funding the travel.