



Request for Future Year Travel Authorization

NOTES: This form is only to be used for FUTURE YEAR travel (both domestic and international). If submitted in duplicate, a copy will be returned to the department when approved. The University Of Memphis Policy [UM1309 University Travel](#) provides additional information for completing this form.

Name:

Department:

Phone:

[Banner UID:](#)

Date of Request:

Faculty/Staff

Student

Prospective Faculty/Staff

Visitor

Amount: \$

Index/Account Code to be Charged:

Contact Name:

Contact Phone/Email:

Complete the following for prospective faculty or visitor:

Address:

City:

State:

Zip:

Country:

Mode of Travel:

Airline

Auto (employee)

Rental Car

Other:

Dates of Travel:

to

Destination:

Is travel international? (includes Hawaii & Alaska): No Yes

(Please note: Hawaii/Alaska/international travel requires President's approval below. International travel using grant funds also requires Research Support Services approval below.)

Purpose of Travel:

APPROVALS AS REQUIRED

Department Head

Date

Dean/Director

Date

Research Support Services (required only for grant-funded international travel)

Date

Vice President/Provost

Date

President

Date

ACCOUNTING OFFICE USE ONLY

Availability of Funds: _____ Travel Purchase Order Number: _____