

Request for Travel Authorization

Click here for online help.

NOTES: On-line requests should not use this form, but should be gained from Banner Finance Self Service. If submitted in duplicate, a copy will be returned to the department when approved. This form is only to be used for travel in the continental United States and Canada. Travel to Hawaii, Alaska, and out of the country must be processed on the form Request for International Travel (Including Hawaii and Alaska). The University Of Memphis Policy <u>UM1309 University Travel</u> provides additional information for completing this form.

Name:						
Department:						
Phone: <u>Banner UID</u> :						
Date of Request:						
Faculty/Staff	Studer	nt P	rospective Facu	Ity Visitor		
Amount: \$						
Index/Account Code	e to be Cha	arged:				
Complete the following	owing for	prospect	tive faculty or v	visitor:		
Address:						
City:		State:	Zip:	Country:		
Spouse travel auth	norized?	No	Yes (Spouse	travel must have	Vice Presidential approv	ral)
Mode of Travel:	Airline	Auto	(employee)	Motor Pool	Other:	
Dates of Travel:		to	Desti	nation:		
Purpose of Travel:						
A DDD OVAL O A O DI						
APPROVALS AS RE	EQUIRED					
Department Head					Date	_
Dean/Director					Date	_
Vice President					 Date	_
						_
President	IOE LIGE (NII V			Date	
ACCOUNTING OFF	ICE USE (JNLY				
Availability of Funds: Travel Purchase Order Number:						