

## System Administration Request for Travel Approval

**This form must be completed to request travel approval, and signed by the appropriate Vice Chancellor. The completed form must accompany all pre-approved travel expense requests and all travel reimbursement requests before they will be processed.**

**Please provide an overview of the travel plans:**

Traveler's Name	
Department/Unit	
Event/Activity	
Trip Date(s)	
Destination (City/State)	
Mode of Transportation (Air, Train, Auto)	
Total Trip Cost (detail below)	
Funding Source/Account Number: (U-wide, SysAdm, RF Indirect, non-state sponsor)	
Justification - why is this travel essential?	

**Breakdown and Comparison of Costs:**

If air travel is requested to a destination for which driving or the train is a reasonable alternative, a comparison of the cost of the air travel versus automobile/train must be submitted with a written justification for why air travel is necessary.

Item	Cost
Transportation (airfare, train fare, mileage, car rental):	
Tolls, Parking:	
Taxis, Subways, Buses:	
Lodging (only allowed State rate):	
Meals (at per diem):	
Registration Fee:	
Other:	
<b>TOTAL COST OF TRIP: \$</b>	

Signature of Traveler:

Vice Chancellor Approval:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_