

Request for Travel Approval

This form may be used internally to obtain departmental approval for air travel and/or out-of-state travel.

Brief Executive Summary: Provide a 2-3 line overview of the travel, i.e., who, what (event), when (dates), where (city), how (fly/drive), why (brief justification of why it is essential travel), how much (total cost) and source of funds (u-wide, SysAdm, RF Indirect).

Details:

Name:

Unit:

Event/Activity:

Date(s):

Destination (City/State):

Fly, Drive or Train?

Total Cost:

Funding Source: (U-wide, SysAdm, RF Indirect, non-state sponsor):

Justification - why is this travel essential?

Breakdown and Comparison of Costs:

(if air travel is requested, please provide a cost comparison)

	Drive/Train Option	Air Option
Transportation: (Air ticket, train ticket, mileage)		
Tolls, Parking:		
Taxis, Subways, Buses:		
Lodging: (is lodging rate over-the max? Yes/No): (If yes, see Note 2 below)		
Meals:		
Registration Fee:		
Other Information (see notes below):		

NOTES:

(1) If air travel is requested to a destination that can be reasonably driven to:

- compare the cost of the air travel option with the driving option
- indicate why air travel is requested

(2) Prior approval for over-the max lodging rates is required, and will be approved only in extenuating circumstances. If you are requesting over-the-max lodging, please forward a completed Over-the-Max Lodging Request Form available at: <http://www.suny.edu/FinanceandBusiness/TravelGuideline/PDF/OTMReq.pdf>

You can confirm government lodging and meal rates at:

<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>

3) If a person will be flying from an airport other than the one located in the city of his/her official work location, explain why and indicate whether flying from that airport is more or less expensive than flying from the airport in his/her official work location.

Supervisor's Approval