

University Travel Expense Authorization Form

Traveler Information

Full Name

Department

Position/Title

Email Address

Contact Number

Travel Details

Purpose of Travel

Destination

Travel Dates (Start - End)

Funding Source

Estimated Expenses

Expense Type	Description	Amount (USD)
Airfare	<input type="text" value="e.g., round trip flight"/>	<input type="text"/>
Accommodation	<input type="text" value="e.g., 4 nights hotel"/>	<input type="text"/>
Meals	<input type="text"/>	<input type="text"/>
Transportation	<input type="text" value="e.g., taxi, rental car"/>	<input type="text"/>

Registration

e.g., conference fee

Total Estimated Amount

Signatures

Traveler Signature

Type or sign name

Date

YYYY-MM-DD

Supervisor / Department Head Name

Supervisor Signature

Type or sign name

Important Notes

- All travel must be pre-approved before any expenditure is incurred.
- Provide detailed and accurate estimates; attach supporting documents if required.
- Submit completed form to your department administration office for authorization.
- Retain copies of receipts and documentation for reimbursement after travel.
- Non-compliance with university travel policy may result in delayed or denied reimbursement.