



University of Massachusetts Amherst

Pre-Travel Authorization

Must be completed prior to confirming travel arrangements and submitted with TRIP form in order to be reimbursed for travel expenses.

Prior written or electronic supervisory approval is required for university travel and must be submitted with travel reimbursement forms (TRIP forms). Printed email approval containing the same information may be substituted for this form.

TRAVELER: _____		TITLE: _____	
(Last)	(First)		
TRAVELER'S EMPLOYEE NUMBER: _____			
DESTINATION: _____			
DATE OF DEPARTURE: _____		DATE OF RETURN: _____	
PURPOSE OF TRIP: _____			
OTHER COMMENTS: (importance of trip/consequences if not funded, coverage of duties while absent, etc.)			

ESTIMATED COST: \$ _____		AUTHORIZED REIMBURSEMENT: \$ _____	
FUNDING SOURCES: _____			

<i>Traveler's Signature</i>		<i>Immediate Supervisor's Signature</i>	
_____		_____	
<i>Date</i>		<i>Type/Print Name</i>	
_____		_____	
<i>Title:</i> _____		<i>Date:</i> _____	
VICE CHANCELLOR/PROVOST APPROVAL REQUIRED FOR NON-FACULTY TRAVEL:			

Vice Chancellor/Provost or authorized designee		Date	

Optional Detail

Expense Type	Note	Amount
Airfare		\$
Hotel/Lodging		
Conference Fee		
Other		
Total		\$

1-Send original with TRIP form to the Controller's Office

2-Retain Copy for your records