



FINANCIAL SERVICES

Request for Authorization to Travel Form

For office use only
TA

Prospective Traveler: _____

Name & Location of Conference/Seminar/Event, etc.: _____

Date (dates) away from office: _____

Account code to be charged: _____

Total trip estimate: \$

Justification:

Traveler's Signature _____ Date: _____

Approval By:

Advisor / Supervisor Approval _____ Date: _____

ASI Executive Director
(For All ASI Staff Travel Only) _____ Date: _____

Vice President of Student Affairs
(For Out-of-State Staff Travel Only) _____ Date: _____

If **not** approved, please indicate why not:

Original: Financial Services
Copy: Personnel File
Traveler