



## Information Services Travel Approval Form

Traveler Name:

ID #

Location of Travel:

Date of Conference/Training:

Business Purpose:

Itinerary Preferences (i.e. departure/return, airline preferences, etc):

Comments:

### Expenses (estimated)

Index to be charged:

|                 |  |                |  |
|-----------------|--|----------------|--|
| Airfare         |  | Meals          |  |
| Conference Fees |  | Transportation |  |
| Lodging         |  | Miscellaneous  |  |

|              |
|--------------|
| <b>Total</b> |
|--------------|

### Approval

Supervisor Signature

Date

Please turn completed and signed forms in to the Travel Coordinator prior to the date of travel or making airfare arrangements.

This form is intended to document your request to travel and give an estimate of expenses. Supervisor approval of this form does not guarantee all items listed are reimbursable. Only expenditures that comply with UO/OUS travel policies will be reimbursed (<http://ba/traveladministration.htm>). It is the traveler's responsibility to be aware of policies affecting his or her travel and to review all bills for accuracy. Questions regarding specific trips may be directed to the Information Services travel coordinator: [jrakes@uoregon.edu](mailto:jrakes@uoregon.edu) or 6-1786.