

Other: Please include any additional details about the travel that is relevant

- **If you have a travel award from the graduate school, a copy of the email stating that you have been approved for the award must be included.**
- **"If you have other travel award, Department Travel Award, or dividing cost with someone, please add notes in the section titled "Other."**

Submission of travel authorizations should be submitted at least seven (7) days before traveling. The travel expense voucher for reimbursement should be submitted within seven (7) days after return to campus. Lodging receipts must be attached to the travel expense voucher along with itemized receipts for all other costs.

X

Signature of PI

X

Signature of traveler

Name of PI (print)

Submission date of the form: _____

Form is invalid without signatures. ALL forms must be typed.