ECONOMICS TRAVEL APPROVAL REQUEST & TER CHECK LIST

Traveler's Name: _____   **ID #:** _____

Destination: _____

Purpose of Trip: _____
(conf./seminar name; acronyms completely spelled out)

Departure Date: _____   **Return Date:** _____

Fund	Department	Program	Project/Grant

Budget Please provide an attachment to amplify your response.					
Air Fare:					$
Baggage:					$
Ground Transportation:					$
Registration\Fees:					$
Lodging:	Rate		X Days		$
Per Diem:	Rate		X Days		$
Other: (Specify):					$
Total:					$

TER CHECK LIST		
Program:	(Please note if any meals included)	
Air Fare Receipt:		
Baggage Receipt:		
Registration Receipt:		
Lodging:		
Ground Transportation Receipt:		
Car Rental Receipt:		
Parking Receipt:		
Other: (Specify):		

Signature of Traveler: _____

Date

□ **Approved**   □ **Not Approved**   **Chair's Signature:** _____   **Date**