

FINANCE 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