



CBA Faculty/Staff Expense & Pre-Travel Authorization Form

NOTE: This form should first be submitted to your department chair/supervisor and OP, no matter which funds are being requested. They will forward to the dean.

Faculty/Staff Name: Dept./Unit:	List other conferences already approved or attended this fiscal year:
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Today's Date:	
Title of Proposed Expense:	
Dates of Travel:	
Travel Destination:	
Brief Description or purpose of travel/expense (including url link): and your involvement (i.e., participant, presenter, committee, etc.):	
Funding Source/Cost Center: (Department, Research Credit, Dean's Office, etc.)	

Estimated Expenses

Estimated Expenses:	Conference Fees:		Airfare:	
	Lodging:		Mileage:	
	Meals:		Other (tips, etc.)	
	Transportation:			

Total Estimated Cost of Travel:	\$
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I have sought, or will seek, external (if appropriate) and internal (FRCE and CIS) sources of funding: **YES** **NO**

If yes, please list:

Authorization

Signature of Requestor:	
Approved by Department Chair/Supervisor:	
Approved by Associate Dean/Dean:	

Clery Act Reporting. If this trip involves students staying overnight, please provide the name and address of the hotel, the number of nights, and the number of students.

Instructions for Completing the Travel Approval Form:

General Information

- All expenses incurred for this trip **MUST** be reconciled and/or requested for reimbursement within sixty (60) days of return from event.
- Funding source: If travel will be funded by a grant, please provide the available travel balance in the grant.

Estimated Expenses

- Enter per diem meals (see [Payroll and Travel](#) website for the amounts).
- Enter estimated transportation costs. Transportation includes taxi, bus, parking fees, rental car and personal car.
- Enter estimated airfare using economy rate.
- Enter estimated “other” costs. “Other” includes any remaining costs not listed above.

Authorization

- The Travel Approval form must be signed by the requester and the requestor’s immediate supervisor/department chair and then submitted to the dean's office **PRIOR** to travel.
- After obtaining authorization, include a copy of the form whenever a reconciliation or reimbursement is associated with the requested travel. Employees are encouraged to keep a copy as well.
- CMU International Travel Policy must be followed and International Request Form attached (with approval signatures) for any International Travel.