

## Pre-Registration Travel Authorization



**IMPORTANT: This form is not required by the Travel Department.** Your department may require this form to be authorized prior to an official trip registration. This form should be completed and properly authorized as part of a submission for a Graduate School Travel Assistance Application. This form does not register the trip with Travel Accounting.  
**DO NOT SEND TO TRAVEL ACCOUNTING**

### Trip Information

Traveler's Name _____	Current Date _____
Approving Authority _____	Depart Date _____
Department _____	Return Date _____
Destination _____	

### Trip Expense Estimate

Expense Type	Description	Amount
Airfare:		
Airfare Fee:		
Personal Mileage:		
Conference Fee:		
Meals:		
Lodging:		
Car Rental:		
Taxi, Bus, etc.		
Parking:		
Audit Fee	International = \$20; In-Utah Driving = \$8; Domestic Trip = \$12	
Other:		
Other:		
<b>Total</b>		

### Trip Purpose/Justification:

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	AU

Traveler Signature

Authorization Signature