

# MECHANICAL ENGINEERING TRAVEL AUTHORIZATION

Name: \_\_\_\_\_

Event Dates: \_\_\_\_\_ To: \_\_\_\_\_ Travel Dates: \_\_\_\_\_ To: \_\_\_\_\_

Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Type:            Official Business  
                     Conference & Conventions  
                     Education & Training

Travel Expenses			Estimated Costs	T-card
Airfare				
Registration				
Car Rental				
Private Vehicle w/Mileage	Miles		X	
Taxi				
Parking				
Gas for rental car				
Misc.				
Meals: Cost per Day		X # days		
Lodging: Cost per Day		X # days		
			<b>TOTAL</b>	

Travel Advance?            Yes            No            Amount: \_\_\_\_\_

Worktag #: \_\_\_\_\_ Percent: \_\_\_\_\_ Limit: \_\_\_\_\_

Comments/Justification Statement:

Faculty: If you will miss class state your specific arrangements to cover the classes.