



FUND 30/31 TRAVEL APPROVAL

SPA recommends using this form to document all travel charged to Fund 30/31 Projects. This form will be required for Cost Transfers involving Sponsored Projects Travel.

DEPARTMENT NAME:	CHARGE TO SPEEDTYPE (S):
ORG ID #:	CHARGE TO PROJECT NUMBER (S):
TRAVELER'S NAME:	ACCOUNT CODE:
TRAVELER'S EMPLOYEE ID:	APPROVED TRAVEL BUDGET: YES NO **
ESTIMATED COST:	BEGINNING TRAVEL DATE:
DESTINATION:	END TRAVEL DATE:
** DOES SPONSOR REQUIRE PRE-APPROVAL? :	INTERNATIONAL DOMESTIC

TRAVEL JUSTIFICATION- FUND 30/31 MUST INCLUDE 1) Reason for trip 2) Benefit to Sponsored Project 3)Conference Name (no acronyms) , Conference Date, Name of paper presented (if applicable)

** ALL international travel and ALL pre-approval must be forwarded to OCG - Ted.Jobr
Sponsor Pre-approval required 30-60 days prior to travel
Unbudgeted Travel requires OPAS form

SIGNATURES:

_____	_____
TRAVELER	DATE
_____	_____
DEPT APPROVAL	DATE