



## 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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<b>Today's Date:</b>	
<b>Title of Proposed Expense:</b>	
<b>Dates of Travel:</b>	
<b>Travel Destination:</b>	
<b>Brief Description or purpose of travel/expense (including url link): and your involvement (i.e, participant, presenter, committee, etc.):</b>	
<b>Funding Source/Cost Center: (Department, Research Credit, Dean's Office, etc.)</b>	

### Estimated Expenses

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

<b>Total Estimated Cost of Travel:</b>	\$
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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:	

## 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.