

THE UNIVERSITY OF TEXAS AT EL PASO

REQUEST FOR TRAVEL AUTHORIZATION

Traveler Status: Employee _____ Student _____ Other _____
(Description)

Name: _____

Title: _____

Department: _____

I hereby request approval of my being absent from the Campus as indicated below:

Dates: From _____ To _____

Destination: _____

Purpose: _____

Disposition of
work while absent: _____

() Expenses are not to be paid by the University

Estimated Costs: _____ Source of Funds: _____

Transportation: _____ Department Name _____

Per Diem for _____ Days _____ Account Number _____

Other _____ Other _____

Total _____

Requested: _____ Approved: _____
Individual Requesting Travel *Dean or Administrative Officer*

Recommended: _____ Approved: _____
Chairperson or Dept. Head *Vice-President*

Recommended: _____ Approved: _____
Sponsored Projects *President*

NOTE:

Travel outside the limits of the United States Possessions, Mexico or Canada requires advance approval of the Governor, when the expenses of such travel are to be paid from State Appropriated Funds.