



Unit 110 Pre-approval Travel Form

Instructions: This form must be completed and signed prior to the expected date of Travel. When able, please include estimates or cost as support (I.e Flyers, Invitations, Booking estimates, etc)

Department: _____

Traveler: _____

Rutgers Affiliate: Y ___ OR N ___

Email Address: _____

Location:

Date of Travel: _____

International Travel? Y ___ OR N ___

Business Purpose (attach supporting documents – Example: Flyer, Invitation, website, etc.):

Travel Cost Est Amount (Airfare, Hotel, Car Rental) : \$ _____ *Travel items booked through RU Direct Travel - Concur*

UNIT	DIV	ORG	LOCATION	FUND TYPE	BUS. LINE	ACCOUNT	PROJECT	TASK	AMOUNT

Travel Exp Est Amount (Misc Expenditures): \$ _____

UNIT	DIV	ORG	LOCATION	FUND TYPE	BUS. LINE	ACCOUNT	PROJECT	TASK	AMOUNT

I hereby certify that the requested information provided above is accurate and reliable and the request aligns with the mission of the respective department and college.

TRAVELER / REQUESTOR SIGNATURE (PRINT NAME) DATE

SIGNATURE OF THE DIRECTOR/DEPARTMENT HEAD AND TITLE (PRINT NAME) DATE

If Grant sponsored travel, you must have Grant Accountant approval on this request.

SIGNATURE OF BUSINESS MANAGER/OR GRANTS ACCOUNTING (PRINT NAME) DATE

SIGNATURE OF DEAN (PRINT NAME) DATE

Deans signature only required when CHAIR or ASSO. DEAN is traveling