

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
AUTHORIZATION FOR OFFICIAL TRAVEL**

Name _____ Date _____

Charge to _____ Index Number _____

Destination _____ Dates of Trip _____

Reason for Making Trip

Estimate of Cost:

Transportation	_____
Lodging	_____
Registration Fee	_____
Meals	_____
Personal/Rental Car	_____
Miscellaneous	_____
Other-List _____	_____
_____	_____
Total Estimated Cost **	_____

Plans for reservations and tickets are as follows:***

Maximum amount allowed for reimbursement:

Traveler

_____	→	_____
Printed Name of Approver		Budget Unit Head or Principal Investigator
_____	→	_____
Printed Name of Approver		Dean or Director
_____	→	_____
Printed Name of Approver		* Office of Sponsored Programs Administrator
_____	→	_____
Printed Name of Approver		Vice President

All travel claims shall normally be filed within sixty (60) days of the date that the expenses were incurred.

*Signature and extra copy needed when any part of travel is charged to contracts and grants.

** Amended travel authorization with initial & date of approver is required if the total actual cost exceeds total estimated cost by more than 10%

*** Airfare should be obtained with at least 14 day lead time prior to departure to ensure the most economical airfare available.