

**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 _____	_____
_____	_____
<b>Total Estimated Cost **</b>	_____

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

Maximum amount allowed for reimbursement: \_\_\_\_\_

Traveler Certification

I certify that in-person attendance and the associated travel expenses for this trip are essential to advance and further my department's mission.

_____	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.