

Request for Travel Authorization

Name

Employee ID

Brief Description of Trip (Ex: Attend AACSB Annual Conference)

Travel Dates

From:

To:

Estimated Cost of Trip

Is vacation or other leave to be taken in connection with this leave? No

Yes

If Yes, specify dates:

From:

To:

Purpose

Benefit

Destination

Mode of Transportation

Are you doing business in Washington, D.C.? No

Yes

If Yes, select purpose

Disposition of Duties

Comments

Will any associated fees be processed by ProCard for this trip? No

Yes

If Yes, complete the following:

Amount	Paid To	Cardholder's Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cash Advance Request

Do you require a cash advance? No

Yes

If Yes, fill out second page;
otherwise, click Submit.*For Dean's Office Use*

Cost Center

Travel Auth ID

Cash Advance Report ID

Request for Cash Advance

Name

Employee ID

Travel Dates

From:

To:

Destination

Please list the items you will pay for with this advance along with an estimated dollar amount for each item:

Item	Est. Amount
Total Cash Advance Request:	

By submitting this form, I understand that Cash Advances are not normally made under the following conditions:

- When the trip lacks an approved Travel Authorization
- When the trip does not require an overnight stay
- When the employee or student has an outstanding advance
- When the traveler is a Non-Employee or Prospective Employee

Note: Additional requests for Cash Advances will not be processed until the prior advance has been cleared, if the travel for which the Cash Advance was issued has occurred.

Please list Travel Authorization number for pending cash advances:
