

Travel Information					
Traveler name		Bear Number	Employee <input type="checkbox"/> yes <input type="checkbox"/> no		
College/School/Program					
Travel Authorization completed by (Name and campus phone number)					
Estimated Expense Information					
Destination					
Departure date		Return date			
Is this trip essential for scholarly development? Define the purpose for travel, eg (athletic, recruiting, or student travel)					
Rental Car Amount					
Airfare Amount		Include baggage fees			
Registration Fee Amount		Attach copy of reg. form or if attending a conference attach agenda			
Lodging Amount		Include all taxes...you may need to estimate			
Mileage (Greeley to DIA - 56 miles)	Miles x .49	Amount will not be loaded on the UNC Visa; amount will not be advanced with per diem. It will be reimbursed after the trip.			
Ground Transportation		This includes taxi, shuttle, tolls, parking Does not include mileage			
Per Diem requested Attach a list for additional student travelers. Each student traveler must sign for cash received and include with travel expense sheet.	First day of tvl Breakfast Lunch Dinner Last Day of tvl Incidentals Total M/I	Link to GSA Per Diem rates (click here) This link also provides per diem for the first and last day of travel. Per diem will be deposited into your account one week prior to your trip. Please only include those meals NOT provided by the conference.			
Total Estimated Expenses	For multiple funding sources, please check the appropriate Fund/Org.				
Total Funding Amount		F O P Activity	<input type="checkbox"/> Per Diem	\$	F O P Activity
***AMOUNT LOADED ON UNC VISA CARD					
Unfunded travel (Traveler Obligation)					
Make sure that all applicable signatures are obtained by using the Signature Approval level guide	Overnight OR out-of-state - Supervisor, FOAP, Dean/Director International Travel - All of the above AND pre-approval from the Provost for academic areas or Sr. VP for Finance for non-academic				
Traveler Signature _____ Date _____ (Effective 4/1/14 Traveler's Signature is required) By signing, I agree that if travel is unfunded, the University is not responsible to reimburse any expenses I have incurred. If I cancel my trip for personal reasons, I am responsible for reimbursing the University any purchase I made on my Pcard as well as expenses that were pre-paid.	Approver Signature _____ Print name _____ Date _____ SIGNATURE IS APPROVING: (PLEASE CHECK ONLY THOSE BOXES THAT APPLY) <input type="checkbox"/> FOAP <input type="checkbox"/> SUPERVISOR <input type="checkbox"/> OUT OF STATE/OVERNIGHT TRAVEL Fund/Org: _____ Amount: _____				
Approver Signature _____ Print name _____ Date _____ SIGNATURE IS APPROVING: (PLEASE CHECK ALL THAT APPLY) <input type="checkbox"/> FOAP <input type="checkbox"/> SUPERVISOR <input type="checkbox"/> OUT OF STATE/OVERNIGHT TRAVEL Fund/Org: _____ Amount: _____	Approver Signature _____ Print name _____ Date _____ SIGNATURE IS APPROVING: (PLEASE CHECK ONLY THOSE BOXES THAT APPLY) <input type="checkbox"/> FOAP <input type="checkbox"/> SUPERVISOR <input type="checkbox"/> OUT OF STATE/OVERNIGHT TRAVEL Fund/Org: _____ Amount: _____				
International travel requires Provost Pre-approval signature for academic areas or Sr. Vice President for Finance pre-approval signature for non-academic areas.					
International Travel Approval Signature _____					Date _____