

1	Employee Name: _____ Title: _____ Department: _____ Business Center: _____
2	Date of Trip: _____
3	Trip Destination: _____
4	Purpose of business trip: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
5	Dean, Director, Department Head, or PI Approval The above individual is approved to take the business trip described above. I certify that this trip is necessary and that the required funds are available for expenditure. _____ Signature Printed Name Date
6	Prepared by: _____ Signature Printed Name Date Department: _____ Phone: _____
7	OPAA Approval (Pre-approval for international trips on grant funds) _____ OPAA Accountant's Signature Index Account Code Activity Code
8	Notes _____ _____ _____ _____

Instructions

(See OSU Travel handbook for complete OSU Travel Authorization from instructions)

1. Name of employee as it appears in Banner.
2. Show dates of arrival and departure from official station.
3. Give destination of proposed trip.
4. What is the purpose of the trip
5. Approval signature certifying that the trip is necessary and funds are available to cover the resulting expenses. The person who is traveling may not sign their own authorization form.
6. Include name, phone number, and department of person processing form. This is needed in case more information is required and for proper return of the approved form.
7. Specify the index, account code, and activity code. Pre-approval is required from the Office of Post Award Administration (OPAA) for all international travel on grant funds.
8. Include any notes specific to this Foreign Travel Authorization.

Routing Instructions: Once approved by the department, send the completed form to: OPAA, 306 Kerr Administration Building