



# Travel Authorization Form

**Instructions:** Use this form to request approval for all official college travel (except as assigned as part of your job, i.e. travel between campuses and internship visits).  
**Print out completed form** and have your supervisor sign it prior to travel and before any related expenses are incurred.

Name \_\_\_\_\_ Department/Program \_\_\_\_\_  
 In State     Out of State    Destination \_\_\_\_\_

Departure Time/Date \_\_\_\_\_ Return Time/Date \_\_\_\_\_

Event Description

Are Ridgewater students attending?     Yes     No

Rationale for/ Expected Benefits from trip

Please describe how any missed classes will be cared for in your absence.

Estimated Travel Budget								
Expense Category	Estimated Expense Detail		Funding Source				Total Expense for Each Category	
	Staff	Student	Prof. Dev.	Dept/Disc	Student Life	Fundraising or Club Acct		Other
Cost Center								
Transportation								
Food								
Mileage								
Registration								
Lodging								
Substitute								
Other								
<b>Total Expenses</b>								

Explain modes of transportation

Travel approved     Travel not approved     Comments \_\_\_\_\_

Authorized Signature \_\_\_\_\_    Date \_\_\_\_\_