

Expense / Travel Approval Form

Approval is required for:

- Purchases over \$500
- All travel expenses

FUNDS TO BE USED (NAME OR F-O-P): _____ PROFESSIONAL DEVELOPMENT FUNDS: Yes/No _____

DATE SUBMITTED : _____ EXPENSE AMOUNT: Estimated: _____

REQUESTOR/PURCHASER: _____

ITEM(S) TO BE PURCHASED: _____

COMPLETE THIS SECTION FOR TRAVEL ONLY:

CHECK ALL THAT APPLY: FLIGHT _____ HOTEL _____ GROUND TRANSPORTATION _____
REGISTRATION _____ PER DIEM/MEALS _____ OTHER _____

TRAVEL LOCATION: _____ DATES OF TRAVEL: _____

NAME OF TRAVELER(S): _____

JUSTIFICATION FOR PURCHASE / TRIP:

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REQUIRED APPROVALS:

Faculty's Signature

Date Approved

Chair's Signature (if necessary)

Date Approved
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