

# Expense / Travel Approval Form

*Approval is required for:*

- Purchases over \$500
- All travel expenses

FUNDS TO BE USED (NAME OR FOP): \_\_\_\_\_ 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:

REQUIRED APPROVALS:

\_\_\_\_\_  
Faculty's Signature

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Chair's Signature (if necessary)

\_\_\_\_\_  
Date Approved