

THE UNIVERSITY OF TEXAS AT EL PASO

REQUEST FOR TRAVEL AUTHORIZATION

Traveler Status: Employee _____ Student _____ Other _____
(Description)

Name: _____

Title: _____

Department: _____

I hereby request approval of my being absent from the Campus as indicated below:

Dates: From _____ To _____

Destination: _____

Purpose: _____

Disposition of work while absent: _____

() Expenses are not to be paid by the University

Estimated Costs:	Source of Funds:
Transportation: _____	Department Name _____
Per Diem for _____ Days _____	Account Number _____
Other _____	Other _____
Total _____	

Requested: _____ Approved: _____
Individual Requesting Travel *Dean or Administrative Officer*

Recommended: _____ Approved: _____
Chairperson or Dept. Head *Vice-President*

Recommended: _____ Approved: _____
Sponsored Projects *President*

NOTE:

Travel outside the limits of the United States Possessions, Mexico or Canada requires advance approval of the Governor, when the expenses of such travel are to be paid from State Appropriated Funds.