

Pre-authorization for Airline/Bus/Rail Travel

ISE Senior Design Course

Failure to fill out this form prior to the expense being incurred will result in no reimbursement. Approval must be granted Kelly Foong at least two weeks prior to travel date.

Today's date:

Team name:

Contact person for the team:

Contact's email address:

Purpose of travel:

Destination:

Type of travel: Airline Bus Rail

*If you are traveling by car, you must fill out the form to rent a UCAR.

Date and time of departure:

Date and time of return:

Projected budget:

*Please attach a budget outline and name/email address of each traveler.

Plan to send this form electronically - cc Patty Buchanan for her approval.

Plan to submit this form in person- must get Patty Buchanan signature on the form.

Signature: _____
Patty Buchanan

Signature: _____
Kelly Foong

Budget number assigned: