



Request for Authorization of Travel and Expenses (Administrative Travel)

Applicant _____ Date of request _____

Office _____ Dates Away _____

Destination _____

Purpose of Travel _____

Please attach conference brochure and/or the web address for conference information online.

Travel Mandated? Yes No Mode of Travel: Personal Vehicle University Vehicle Air Other

Others from Kent State University Attending: _____

ESTIMATED EXPENSES

Registration	_____
Transportation	_____
Lodging	_____
Food (only that not included with registration fee is reimbursable)	_____
Total Estimated Expenses	_____

Amount to be Charged Against University Account	Index Number

Amount to be paid by Applicant _____

Amount to be paid by Alternate Source _____

Name of Alternate Source _____

Justification/Additional Comments (must include conference information materials, i.e. brochure, registration form, etc.)

Approved* Disapproved _____
Dean/Date

Approved* Disapproved _____
Vice President/Date (if applicable)