



Travel Authorization Form

Instructions: Use this form to request approval for all official college travel (except as assigned as part of your job, i.e. travel between campuses and internship visits).
Print out completed form and have your supervisor sign it prior to travel and before any related expenses are incurred.

Name _____ Department/Program _____
 In State Out of State Destination _____

Departure Time/Date _____ Return Time/Date _____

Event Description

Are Ridgewater students attending? Yes No

Rationale for/ Expected Benefits from trip

Please describe how any missed classes will be cared for in your absence.

Estimated Travel Budget								
Expense Category	Estimated Expense Detail		Funding Source					Total Expense for Each Category
	Staff	Student	Prof. Dev.	Dept/Disc	Student Life	Fundraising or Club Acct	Other	
Cost Center								
Transportation								
Food								
Mileage								
Registration								
Lodging								
Substitute								
Other								
Total Expenses								

Explain modes of transportation

Travel approved Travel not approved Comments _____

Authorized Signature _____ Date _____