PSYCHOLOGY PRE-APPROVAL TRAVEL FORM
NON-STUDENT

NAME: ______________________________________ UIN: ____________________________

PURPOSE OF TRIP: _______________________________________________________________________
(If conference travel, a hard copy of the itinerary needs to be provided.)

DESTINATION: _________________________________________________________________________

BEGINNING DATE OF TRAVEL: _________________ TIME: _______________________

ENDING DATE OF TRAVEL: _________________ TIME: _______________________

EXPENSES REIMBURSED BY UNIVERSITY ACCOUNT:  _____NO     _____YES
If yes, source of funds will be:

   Department: $_________   CFOP number to charge:_______________________________
   Grant: $__________    CFOP number to charge: ________________________________
   Other: $__________    CFOP number to charge: ________________________________

CAR RENTAL:  ________NO   ______YES

AIR FARE:  ________NO   ______YES  (If yes, you will need to submit your boarding passes and itinerary.)

   IF YOU ARE USING FEDERAL FUNDS FOR FOREIGN TRAVEL, A U.S. AIR CARRIER NEEDS TO BE
   USED IN ORDER TO BE REIMBURSED.

COVERAGE OF DUTIES DURING ABSENCE:

COURSE #: _________________________________________________________________

DATES: _________________________________________________________________

ARRANGEMENT: __________________________________________________________

_________________________________________________________ ______________________
SIGNATURES
Requester’s Signature: Date:

_________________________________________________________ ______________________
Project Director/Supervisor Name (print): Date:

_________________________________________________________ ______________________
Project Director/Supervisor Signature: Date:

_________________________________________________________ ______________________
Dept. Head (or designee) Approval: Date:

_________________________________________________________ ______________________
College Approval (if needed): Date:

Return completed form to David Irwin, Rm. 315 Psychology, MC-716.