

Travel Approval Request

Expenditures made without prior authorization will be the sole responsibility of the individual staff member

- Secure signatures at least two weeks prior to travel
- Attach proposed itinerary
- Retain signed document (incl. itinerary) for submission with your travel reimbursement request
- Complete whether BGSU funds are to be expended or not
- Direct any questions to your supervisor or to the Office of the Vice President

Traveler's Name		Dates of Travel	
Destination/Location		FROM:	
		TO:	

Estimated Expenses	Business Purpose
Airfare	
Mileage	
Lodging	
Meals	
Registration	
Miscellaneous	
Total Estimate	
\$ -	

Additional Information
(e.g., funding source: professional development, personal funds, foundation, grants, etc.)

I certify that I am estimating these amounts for University-related activities in support of the business purpose listed and in accordance with University policies and procedures, that sponsored project expenses will contain no charges for alcoholic beverages or other unallowable items, that the lowest cost option has been selected (unless otherwise specifically identified) and that I have not previously received reimbursement from any entity for any charge estimate I am submitting on this form.

Employee Date

I certify that these estimates will be incurred for University-related activities and approve them as proper charges to University accounts.

Supervisor Date

I certify that these estimates have been duly noted and the budget implications, if any, have been discussed with the employee's supervisor.

Unit Business Manager Date

