

# Physics Student Travel Approval Form

Student name: \_\_\_\_\_

Advisor approving travel: \_\_\_\_\_

Trip dates: \_\_\_\_\_

Conference or business purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Account #: \_\_\_\_\_

Estimated cost of travel: \_\_\_\_\_

*Please attach your pre-travel form with breakdown of expenses to be reviewed by advisor/account holder*

*The estimate I have provided is the most economical means of travel or justification has been provided if it is not. Any changes in the total cost of this trip will be communicated to my advisor.*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have reviewed the information submitted on this form and authorize this travel to be charged to my account.*

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account holder signature (if different than advisor): \_\_\_\_\_

Date: \_\_\_\_\_

**This approved form must be submitted with your pre-travel form before travel authorization and/or airfare purchase will be initiated.**

