

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.**

