The College of William and Mary
Travel Authorization Form
(revised 04/2007)

Name	
Banner ID #	
Department	
Phone	

Travel Event	
Location	
Begin Date	
End Date	

TYPE OF TRAVEL: ☐ Conference ☐ Training ☐ Field Work ☐ Education ☐ Research ☐ Other _____

TRAVEL ADVANCE REQUEST					
Amount		Bursar's Approval (if requesting an advance)		Date Approved	

Advances are available from the Cashier after 12:00 noon two working days before start of travel unless the reason for an earlier need is noted:

IF A TRAVEL AGENT IS TO BE USED, PLEASE INDICATE WHICH SERVICES ARE TO BE PROVIDED:

☐ Airline ☐ Bus ☐ Train ☐ Hotel ☐ Car Rental ☐ Other: _____

ESTIMATED COSTS									
Transportation		Lodging		Subsistence		Other		Total	0.00

BANNER INDEX(ES) TO BE CHARGED:

PURPOSE

(Note: Out-of-country travelers must also include an explanation of how this travel will benefit the Commonwealth of Virginia)

Travel advances must be picked up before the beginning date of travel. I hereby certify that I understand, and will adhere to, the Commonwealth of Virginia's Travel Regulations.

TRAVELER DATE

I verify that funds are available in the listed index(es) and approve travel under the conditions indicated.

DEPARTMENT HEAD (or designee) DATE

GRANTS OFFICER (if appropriate) DATE

DEAN (if required*) DATE

*All out-of-country travel must be approved by the appropriate Dean.
Travelers within Faculty of Arts and Sciences must have the Dean's approval on ALL travel exceeding $500.