

The College of William and Mary Travel Authorization Form

Traveler: Faculty Staff Student Other

Name:		Banner Index:	
Banner ID#:		Banner Account:	
Department:		Destination (s):	
Phone:		Travel Dates:	

Type of Travel	Conference Recruitment	Training Field Work	Education Research	Athletics Presentation	Investigation Other
Purpose					

ESTIMATED COSTS (must be filled out for all travel over \$500)

Transportation		Lodging		M&IE		Other		Total	
----------------	--	---------	--	------	--	-------	--	-------	--

TRAVEL ADVANCE REQUESTS

Requests for advances must be turned in to the BURSAR's Office for Approval 10 days in advance of the trip start date; otherwise a travel advance payment is not guaranteed.

Amount Advance Requested		Bursar's Approval		Date Approved	
--------------------------	--	-------------------	--	---------------	--

TRAVEL REQUEST SIGNATURES/APPROVALS

I hereby certify that I understand, and will adhere to, the Commonwealth of Virginia's Travel Regulations. If using ground transportation (car or other vehicle), I certify that I understand; and will adhere to, the College Vehicle Use Policy, and will complete a driver authorization form if required by that policy.

Traveler Date

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

Agency Head _____ Date: _____

Or Authorized Designee Signature _____ Print Name _____

All international travel must be approved by the appropriate Dean. / Grant Approval if necessary

Dean _____ Date: _____

Signature _____ Print Name _____

Grants _____ Date: _____

Signature _____ Print Name _____

LODGING EXCEPTION REQUEST
(Required when lodging exceeds up to 50% from ALLOWABLE rate.)

Approval by Agency Head or Designee **PRIOR** to the trip is required

Hotel Name: _____ City and State of Hotel: _____

Allowable Guideline Amount: A. \$ _____

Actual Hotel Expense: (Room Charge ONLY) B. \$ _____

JUSTIFICATION and EXPLANATION for excessive lodging rate:

Agency Designee Signature: _____ Date: _____

Agency Designee Print Name: _____