



# Pre-Approval Travel Request

## Traveler

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 State Employee ID: \_\_\_\_\_ Fund: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Org: \_\_\_\_\_  
 Are you a State Official or Employee? \_\_\_\_\_ Program: \_\_\_\_\_  
 Official Duty Station: \_\_\_\_\_ Grant: \_\_\_\_\_

## Travel Information

Detailed Nature of Business: \_\_\_\_\_  
 Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_  
 Departing From: \_\_\_\_\_ Traveling To: \_\_\_\_\_

## Estimated Traveling Expenses

	Paid by Traveler	Direct Paid by NSU	Comments:
Airfare:			
Baggage Fees:			
Registration:			
Lodging:			
Motor Pool:			
Mileage:			
Per Diem:			
Rental Car:			
Local Transportation:			
Miscellaneous:			
\$		\$	
<b>Trip Total</b>		<b>\$</b>	

This document was prepared by: \_\_\_\_\_ Extension: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Traveler \_\_\_\_\_ Date

\_\_\_\_\_  
Account Sponsor \_\_\_\_\_ Date

By signing, the Account Sponsor certifies that funds are available to cover expenses.  
 (If the traveler is the account sponsor, the supervisor's signature is required.)  
 If the amount claimed on the travel voucher is greater that the approved Trip Total on the pre-approval request, the traveler must adjust the appropriate expense line (ie. airfare, registration, ect) and have the account sponsor initial next to the changes.

## Returning from the trip

I certify that I did use the above direct purchase airline ticket for my approved travel.

\_\_\_\_\_  
Signature of the Traveler \_\_\_\_\_ Date