TRAVEL APPROVAL FORM

Traveler Name__________________________________________________________

Is UWEX paying for Non-employee Traveler ________________________________

Business Purpose of Trip________________________________________________

Conference Registration________________________________________________

Dates of Travel__________________________________________________________

Approvals
____ Out-of-state Approval (copy of form attached)
____ Out-of-country Approval (copy of form attached)

Mode of Travel
____ Fleet Car
____ Rental Car (Enterprise in WI/National – other places)
____ Bus/Train/Shuttle
____ Airfare (for 144 funds, use US flag carrier)

Hotel_______________________________________________________________

Supervisor’s Signature________________________________________________

(or attach a completed out-of-state/out-of country form)