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 U.S. flag carrier)

Hotel________________________________________________________________

Supervisor’s Signature____________________________________________________

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