

Travel Authorization forms must be sent to Nell Inselman in the CEHS Business Office BEFORE any expenses for the trip are incurred. All receipts should also be sent to Nell within 30 days after the final day on which expenses were incurred.

**UNIVERSITY OF NEBRASKA-LINCOLN
PRE-TRIP REQUEST FOR TRAVEL AUTHORIZATION**

DATE SUBMITTED _____

NAME

PERSONNEL #

DEPARTMENT

RETURN COPY OF APPROVED AUTHORIZATION TO:

TELEPHONE

PURPOSE OF TRAVEL

ESTIMATED EXPENSES

TRANSPORTATION(DESIRED METHOD AND AMOUNT):

STATE VEHICLE _____ \$ _____

PERSONAL VEHICLE _____ \$ _____

AIRFARE _____ \$ _____

CAR RENTAL _____ \$ _____

LODGING _____ \$ _____

MEALS _____ \$ _____

REGISTRATION FEES _____ \$ _____

TAXI & FARES _____ \$ _____

OTHER EXPENSES _____ \$ _____

TOTAL ESTIMATED EXPENSES \$ 0.00

ITINERARY: FROM CITY

TO CITY

DATE/TIME OF DEPARTURE

DATE/TIME OF RETURN

FOR TRAVEL BY COMMERCIAL CARRIER :

Ticket will be billed directly to the university:

☐

Ticket will be paid personally and be reimbursed:

☐

CHARGE TO COST OBJECT:

| | |
|--|----|
| | \$ |
| | \$ |
| | \$ |

IMPORTANT REMINDERS:

1. Tickets can be purchased directly from Travel and Transport (486-4111) or the T&T website at <http://ts.tandt.com/unl/> and charged directly to the UNL ghost credit card for university business travel.
2. If you receive grant funding from a Public Health Service agency (including the National Institutes of Health), conflict of interest regulations require that you disclose some sponsored or reimbursed travel on your Interest and Outside Activity Reporting Form on NUgrant. For additional information, visit <http://research.unl.edu/orr/conflict.shtml>
3. Detailed receipts are required for all food/meal expenses equal to or greater than \$5. Each request must be fully itemized, including the amount, date, place, and essential character of the expense incurred. This applies to all employees.
4. Additional information regarding the current travel policies can be viewed at <http://travel.unl.edu>

SIGNED

Requested By

SIGNED

Department Chair

SIGNED

Dean or Director

Retain this document in department files

Department Assigned Number

APPROVALS ARE MADE IN ACCORDANCE WITH TRAVEL REGULATIONS IN THE UNL BUSINESS POLICIES AND PROCEDURES MANUAL AS AMENDED, UNLESS SPECIFIC REQUESTS ARE NOTED AND APPROVED ON THIS APPLICATION.