

U. T. SYSTEM ADMINISTRATION TRAVEL APPROVAL FORM *(updated 03.11.2020)*

➔ **Completion of the form is required for out-of-state and foreign travel**

Traveler's Name: _____

Travel Dates: _____ through _____

Travel Destination*: _____

The Office of State and Federal Relations (<http://www.osfr.state.tx.us/>) should be notified only when the traveler intends to confer on legislative or appropriations issues with the US Congress or Federal Government staff or officials.

Business Purpose of Travel: *(i.e. attend the Annual Technology Conference)*

Benefit of Travel to U. T. System: *(enhance performance of job duties, enhance university operations, enhance university reputation, or raise funds to support operations)*

Estimated Travel Expenses:

☐ Check box if travel is at no cost to System Administration

Airfare	\$ _____	Ground Transportation	\$ _____
Lodging	\$ _____	Meals	\$ _____
Registration	\$ _____	Other	\$ _____

Cost Center Charged For Travel Expenses:

*Mexico and Canada are considered domestic travel

Signature of Traveler:

☐ By checking this box traveler verifies that airline reservations will be confirmed through a U.T. System contract travel agency or the U.T. System/Southwest Airlines SWABIZ tool

Approved by Supervisor:

PRINT NAME: _____

TITLE: _____

DATE: _____

Approved by Executive Officer:

PRINT NAME: _____

TITLE: _____

DATE: _____

- **For out-of-state or foreign travel**, a department head must provide advance approval and sign this form.
- **Please return** the signed form to the traveler.
- **Instructions to Traveler:** Attach this fully completed and signed form to your reimbursement request.