



Pre-Approval Travel Request
(not for international travel—use OPAA)

GENERAL INFORMATION

Traveler's Name _____ Telephone _____

Department Biological & Ecological Engineering Dept

Date of Departure _____ Destination Cities _____

Index(es) _____ Date of Return _____

Reason(s) for Travel

TOTAL ESTIMATED COST OF TRIP

Transportation _____ Registration Fees _____

Meals _____ Lodging _____

Other _____ Total Estimated Cost _____

AUTHORIZATION

Traveler's Signature _____ Date _____

Department Signature _____ Printed Name _____ Date _____

PI Approval Signature _____ Printed Name _____ Date _____

Attention: This form must be submitted with signatures prior to making travel arrangements. This form is not to be used for international travel on grants (use OPAA form). For more information read: <http://oregonstate.edu/fa/manuals/fis/411>. Return to Jennifer Eaton, 116 Gilmore or email: jennifer.eaton@oregonstate.edu.