

### **Pre-Travel Authorization Form**

Prior to contacting travel agencies and/or hotels, all departments/units **MUST** complete the **Authorization Form at least 1 week prior to travel** before making any travel/lodging arrangements. This pre-authorization form is submitted to your Approver and provides them with advance notice of your travel plans and allows them to work with you to avoid any potential issues that may interfere with payment.

**Date:** \_\_\_\_\_

**Requesting Dept./Student Group:** \_\_\_\_\_

**Dept. Name/ # of contact:** \_\_\_\_\_

**Names/CU Affiliation of Traveler (s):** \_\_\_\_\_

**Traveler (s) Visa Information (if applicable):** \_\_\_\_\_

**\*Please note: A copy of passport and visa information must be obtained upon traveler(s) arrival**

**Description of Trip (Business Purpose):**

**Accommodation:**    ☐ Hotel        ☐ Meeting Room Catering        ☐ Audio Visual  
                         ☐ Conference Fees        ☐ Other ( \_\_\_\_\_ )

**Transportation:**        ☐ Air (Travel Class: \_\_\_\_\_)        ☐ Rail        ☐ Bus

**Travel Dates:** \_\_\_\_\_ to \_\_\_\_\_

Bus-Unit	Department	PC-Unit	Project	Activity	Initiative	Segment
		GENRL		01		

**Departure Location:** \_\_\_\_\_ **Destination:** \_\_\_\_\_

**Required Attachments:** Flyer, E-mail, Invite, Agenda (or any other documentation) that supports the Travel and/or Lodging. [See cover e-mail]

**NOTE:**

- Only travel on US-flagged carriers may be charged to government grants
- Without approval of this form, no travel or hotel charges will be authorized.

**Approver Signature:** \_\_\_\_\_  
Dean, DAF or Business Manager

\*Authorize ONLY for: Valerie Wilson Travel, Inc.