

Dixie State University Extended Travel Permission Form



Name of Traveler: _____ Travel Auth # _____

Travel Dates: _____

Destination: _____

Business Purpose of Trip: _____

Travel Policy - Extended Trips: Travelers traveling for more than 5 consecutive business days must justify the nature and importance of the travel and the reasons such travel will require an extended stay.

Employees who wish to travel long distances by automobile rather than airplane must complete the table below to show the comparative travel costs.

	Automobile				Air Transportation			
Date	Mileage	Lodging	Meals	Total	Airline	Lodging	Meals	Total
Totals:								

Signature of Traveler: _____

Supervisor Signature: _____

President's Signature: _____
(When review deemed necessary)