DSU DIXIE STATE UNIVERSITY™
ST. GEORGE, UTAH

REQUEST FOR TRAVEL AUTHORIZATION

This request should be completed by the traveler and forwarded to the Travel Office **no later than 5 days prior to departure for domestic travel or no later than 30 days prior to departure for international travel**.

Traveler Name: _____

Dixie ID: _____ Departure Date & Est. Time: _____

Destination: _____ Return Date & Est. Time: _____

Domestic: ☐ International: ☐ Classes Covered By: _____

Purpose & Description of Travel:

SAMPLE

TOTAL ESTIMATED COST OF TRIP

Include **ALL** expenses regardless of payment method. Estimates should be based on most economical rates available and should reflect only amounts directly related to the approved business purpose.

	Budget
Airfare:	
DSU Fleet Vehicle:	
Road Scholar Bus:	
Rental Vehicle:	
Personal Vehicle:	
Lodging:	
Meals:	
Conference/Registration Fees:	
Other:	
Other:	
Other:	
Grand Total:	

Pre-Trip Payment Request

(Must attach invoices when paying vendors or actual receipts showing itemized charges and payments when paying traveler directly.)

Payee	Amount	Travel Office Use

ACCOUNTING INFORMATION & BUDGET APPROVAL

	Index	Amount	Budget Administrator Approval
Account 1:			
Account 2:			
Account 3:			

TRAVEL APPROVAL SIGNATURES

Traveler: _____ Date: _____

Supervisor: _____ Date: _____

Pres/VP: _____ Date: _____
(if required)

Is a Travel Advance Required: ☐

Travel advances are only available when traveling with student groups. To request an advance, please complete the Travel Advance Request Form and attach it to the authorization form.

TRAVEL OFFICE USE ONLY

Notes:

Encumbrance #:		Int'l Email Sent:	

Please attach additional documentation required by University travel policies 223 & 224. Other documentation may be requested by the Travel Office upon review of completed request to ensure adherence to Federal & State regulations and University policies & procedures.