

# Travel Authorization Instructions

- Please allow adequate time for the form to be processed before the travel date.
- If an advance is needed prior to traveling, please see the instructions and form for a travel advance. This information is located on the Controller's website. If an advance of funds is needed, the **Authorization for Travel Advance** form must accompany the Travel Authorization form.
- A travel authorization form needs to be filled out for each person who will receive a reimbursement after the trip.
- **Student Travelers** – If students are traveling and will be receiving a personal reimbursement after the trip, you need to submit a separate Travel Authorization for them. If students are traveling with an Advisor and will not receive a personal reimbursement after the trip, they can just be listed as additional travelers on the Travel Authorization form for their Advisor.

***A sample travel authorization is on the following page.  
Travel Authorizations can be picked up in the Controller's Office.***

***After the travel authorization has been filled out and signed, it can be sent to  
Purchasing for processing.***

