

Office of the Provost Request for Authorization of Out-of-Country Travel

This request must be approved by the Office of the Provost.

Once approved, it will be sent to the Controller's Office. This approved form must be received at least fifteen (15) working days before the start of travel. All blanks must be completed. This form should be typed or printed legibly, and forwarded to Virginia Hosono, Brodschi Hall.

UofL E-mail: Department Contact Name:

Date of Request: Phone:

Employee Name:

Department:

Position Title:

Destination:

Departure Date: Return Date:

Do any dates include personal time? If so, list dates:

Purpose of Trip:

How will your University responsibilities be covered during your absence? List person(s) covering:

Funding Sources(s): Must be initialed by person with account authority.

Acct. #:	<input type="text"/>	Amount:	<input type="text"/>	Approved by:	<input type="text"/>
Acct. #:	<input type="text"/>	Amount:	<input type="text"/>	Approved by:	<input type="text"/>
Acct. #:	<input type="text"/>	Amount:	<input type="text"/>	Approved by:	<input type="text"/>
Total estimated cost of trip:			<input type="text"/>		<input type="text"/>

I certify that it is necessary for the employee named above to make this trip on official business connected with the duties of his/her position.

Person Requesting Approval

Date: _____

Department Head or Supervisor

Date: _____

Dean

Date: _____

Provost or Designee

Date: _____