

Industrial and Manufacturing Engineering

Travel Authorization Worksheet

Traveler's Name: _____

Travel Depart Date: _____ Travel Depart Time: _____

Travel Return Date: _____ Travel Return Time: _____

Additional Explanation: _____

Destination City: _____ Destination State: _____

Additional Explanation: _____

Preferred Means of Travel (e.g. Private Vehicle, Delta, ...) \$ _____

Purpose of Travel: _____

Rental Car (Y/N)? \$ _____

Size (e.g. Compact, Midsize, ...) _____

Registration Fee Y/N? \$ _____

Lodging Expenses (per night rate and number of nights): _____

Benefit to the University: _____

Department: _____

Project: _____

Fund: _____