

TRAVEL APPROVAL FORM

Traveler Name _____

Is UWEX paying for Non-employee Traveler _____

Business Purpose of Trip _____

Conference Registration _____

Dates of Travel _____

Approvals

_____ Out-of-state Approval (copy of form attached)

_____ Out-of-country Approval (copy of form attached)

Mode of Travel

_____ Fleet Car

_____ Rental Car (Enterprise in WI/National – other places)

_____ Bus/Train/Shuttle

_____ Airfare (for 144 funds, use U.S. flag carrier)

Hotel _____

Supervisor's Signature _____

(or attach a completed out-of-state/out-of country form)