

KETTERING UNIVERSITY

Research Office

Prior Approval for Travel Form

Contract, Grant, and 2/9ths Accounts

Name:

Meeting:

Date of Trip:

Location:

Purpose of Trip:

PLEASE PROVIDE APPROXIMATE COSTS

ITEM	\$ AMOUNT
Transportation: Airfare:	
Rental Car:	
Explain:	
Other:	
Hotel:	
Meals:	
Registration:	
Other (Explain):	
Estimated Total:	*****&

Index Number to Charge _____

I understand that approval of this request requires additional paperwork PRIOR to travel. Specifically, a travel contact form and an international travel form (if applicable) MUST be completed prior to my departure. Upon completion of this trip, I must submit an expense report for reimbursement of my expenses. Although, this is a general estimated approval, the expense report must be in compliance with travel policies to be approved.

Signature

Date

Approval by Research Office

Date

**KETTERING UNIVERSITY
TRAVEL CONTACT**

Employee Name: _____

Departure Date: _____ Return to Work Date: _____

Destination: _____

Business Purpose: _____

TRAVEL ARRANGEMENTS

From:	To:	Circle One: Airline / Car / Other <small>(if other, describe)</small>	IF Air Flight #:	Time of Departure:	Time of Arrival:
-------	-----	---	---------------------	-----------------------	---------------------

LODGING ARRANGEMENTS

Name:	City/State:	Phone#:	Dates of Lodging:	Confirmation#:
-------	-------------	---------	-------------------	----------------

EMERGENCY CONTACT INFORMATION

Name: _____ Phone: _____

Relationship to Employee: _____

APPROVALS

Supervisor: _____ Date: _____

Vice President: _____ Date: _____