

PHILADELPHIA UNIVERSITY

TRAVEL AUTHORIZATION FORM

EMPLOYEE NAME	
HOME ADDRESS	
DEPARTMENT	
TRAVEL DATE	

PURPOSE OF TRAVEL (TYPE OF MEETING, CONVENTION, ETC)	
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DESTINATION	
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ESTIMATED UNIVERSITY COSTS	EXPENSE DESCRIPTION	ESTIMATED AMOUNT
	MEALS	
	ACCOMMODATIONS	
	TRANSPORTATION	
	REGISTRATION/ SEMINAR FEES	
	MISCELLANEOUS	
	TOTAL	

DEPARTMENT & ACCOUNT #	
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EMPLOYEE SIGNATURE	DATE

APPROVAL	DATE

This form should be kept within the employee's home department after signed approval. Do not send to the Business Office.