



**Department of Atmospheric and Oceanic Sciences (ATOC)
Travel Approval/Authorization**

This form will be required for all domestic and international travel.

Traveler's Name:	Traveler's Employee ID:
Charge to speedtype(s) and percentage:	Total ESTIMATED cost:
Beginning travel date:	End travel date:
Destination(s):	

TRAVEL JUSTIFICATION: 1) Reason for trip 2) Benefit to sponsored project (for FUND 30/31) 3) Conference name (no acronyms), conference date, name of paper/poster presented (if applicable)

TRAVELER

DATE

*PI APPROVAL

DATE

*This may be skipped if the traveler is the PI

A&S RESEARCH ADMIN APPROVAL

DATE

CHAIR APPROVAL

DATE

After completing information in form, download and send to your ATOC Finance Contact for routing in DocuSign for electronic signatures.