

**OAKLAND UNIVERSITY TRAVEL AUTHORIZATION**  
**Academic Affairs**

<b>Traveler's Name</b>		<b>Title or Position</b>		<b>Department/Organization Name</b>	
<b>Destination</b>			<b>Fund #</b>		<b>Account #</b>
<b>Departure Date:</b>			<b>Return Date:</b>		
<b>Purpose</b>					
<b>Class Coverage (if applicable)</b>					
<b>DEAN/VPAA OFFICE USE ONLY</b>					
<b>Advance</b>		<b>Payments</b>			
<b>Reimbursement Requested for:</b>			<b>Estimated Cost:</b>		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
<b>Nature of Travel:</b>					
<b>Mode of Travel:</b>					
<b>Signature of Traveler:</b>				<b>Date:</b>	
<b>Dept Head or Authorized Representative Approval:</b>			<b>Dean or VPAA Approval:</b>		
<b>Date:</b>			<b>Date:</b>		

**INSTRUCTIONS:**

1. Submit request form to Department Head, Dean, and/or VPAA as appropriate.
2. If travel is in relation to a workshop, conference or seminar, a copy of the brochure must be attached.
3. Policies on travel may be found in the Administrative Policies and Procedures document found on the OU web site.