OAKLAND UNIVERSITY TRAVEL AUTHORIZATION Academic Affairs

Traveler's Name		Title or Position		Department/Organization Name	
Destination				Fund #	Account #
Departure Date:	Retui				
Purpose	<u> </u>		1		
Class Coverage (i	f applicable)				
DEAN/VPAA OFFI					
Advance Payments					
Reimbursement Requested for:				Estimated Cost	
Transportation				Estimated Cost	\$
	Lodging				\$
	Meals				\$
	Registratio			\$	
	Miscellane	ous		\$	
	Total	Carla con a control ("Carrant	P I- I - V		
		imbursement (if appl ance Recommended			
	Havel Auv	ance Recommended	(II ally)		
Nature of Travel:					
	Administrative				
	Educational				
	Faculty Contract				
	Recruitment				
	Research				
	Other (specify)				
Mode of Travel:					
Commercial Airline					
	Private Car (cannot exceed cost of coach airfare)				
	Ride with				
	University Vehicle				
	Driver				
	Passengers				
	Other (spe	cify)		T =	
Signature of Trav			Date:		
Dept Head or Aut	horized Represer	tative Approval:	Dean or	VPAA Approval:	•
Date:			Date:		

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.