THE UNIVERSITY OF MEMPHIS®

Request for Travel Authorization

Click here for online help.

NOTES: On-line requests should not use this form, but should be gained from Banner Finance Self Service. If submitted in duplicate, a copy will be returned to the department when approved. This form is only to be used for travel in the continental United States and Canada. Travel to Hawaii, Alaska, and out of the country must be processed on the form Request for International Travel (Including Hawaii and Alaska). The University Of Memphis Policy UM1309 University Travel provides additional information for completing this form.

Name:

Department:

Phone: Banner UID: U

Date of Request:

☐ Faculty/Staff ☐ Student ☐ Prospective Faculty ☐ Visitor

Amount: $

Index/Account Code to be Charged:

Complete the following for prospective faculty or visitor:

Address:

City: State: Zip: Country:

Spouse travel authorized? ◯ No ◯ Yes *(Spouse travel must have Vice Presidential approval)*

Mode of Travel: ☐ Airline ☐ Auto (employee) ☐ Motor Pool ☐ Other:

Dates of Travel: to Destination:

Purpose of Travel:

APPROVALS AS REQUIRED

Department Head Date

Dean/Director Date

Vice President Date

President Date

ACCOUNTING OFFICE USE ONLY

Availability of Funds:_____ Travel Purchase Order Number:_____

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