

Western Michigan University

Travel Authorization

| Requestor | Phone | E-Mail | Date |
|-----------|-------|--------|------|
| | | | |

The requestor does not have to be the traveler.
This should be the primary contact for resolving questions in regards to the trip.

Travel Detail

Traveler(s):

Fund: Department: (7 digits)

Account: 4359 4360 4358 Other Specify:

Estimated Trip Cost: Authorized Trip Cost:

Department Name:

Dates of Travel:

From:

To:

Destination:

Leaving

Arriving

| From: | To: | Destination: Leaving | Arriving |
|-------|-----|-------------------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |

Purpose of Travel:

Mode of Travel: Car Bus Train * Air Travel must be approved via the on-line system.

Number of Travelers: https://auxe.wmich.edu/travel_authorization

University Employee(s) Non-University Employee(s) Both

Approval

(Follow your department's / college's policy for levels of approval required.)

Authorized Signature

Date

Authorized Signature

Date

Authorized Signature

Date