Pre-Approval for National and International Travel Concerning Academic Programs at NYIT

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| Name of Traveler |
| Destination( s) |
| Dates of departure, arrival at each destination, and of return |
| Overall purpose/justification of trip |
| Specific goals/activities for trip (a detailed itinerary or schedule is not necessary) |
| Transportation methods, estimated costs, and sources of funding for each (if NYIT funding source, include account #) |
| Hotel(s) estimated costs and sources of funding (if NYIT, include account #) |
| Meals estimated costs and sources of funding (if NYIT, include account #) |
| Other expenses estimated costs and source of funding (if NYIT, include account #) |

Form preparer:

Printed name Signature and date

Traveler signatu re and date --------------------------

Traveler supervisor:

Printed name Signature and date

\*\*\* This form must be approved at least I week prior to travel date.

\*\*\*Any travel undertaken without this form having been completed and approved prior to the start of the travel will not be reimbursed and the traveler's vacation/personal day accruals will be charged for each business day that the traveler is gone. Supervisors are responsible for ensuring that all account usage has been approved prior to signing. For detailed information about NYIT's travel reimbursement policy see NYIT's Employee

tf andbook at [http://Intranet.nyit.edu/adminmanual/welcome.html.](http://Intranet.nyit.edu/adminmanual/welcome.html)