



**REQUEST FOR APPROVAL OF  
TRAVEL EXPENSE REIMBURSEMENT BY AN OUTSIDE SOURCE**

1. EMPLOYEE'S NAME:
2. DEPARTMENT / DIVISION / CAMPUS:
3. PURPOSE OF TRAVEL:
4. DATE(S) OF TRAVEL:
5. DESTINATION:
6. NONSTATE ENTITY PROPOSING TO PROVIDE TRAVEL / REIMBURSEMENT:  
For-Profit: \_\_\_\_ Not-for-Profit: \_\_\_\_ Other (explain):
7. LIST ALL CONTRACTS AND THEIR DOLLAR AMOUNTS, AND THE NATURE OF THE RELATIONSHIP BETWEEN THE INSTITUTION OR DIVISION AND PROPOSED FUNDING SOURCE:
8. TRAVEL EXPENSES TO BE PROVIDED / REIMBURSED:  

<u>Type of Expense</u>	<u>Dollar Value</u>
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Signed: \_\_\_\_\_  
(Employee making request)

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
(Dean/Director/Vice President)

Date: \_\_\_\_\_