



**AUBURN UNIVERSITY  
AT MONTGOMERY**

**REQUEST FOR AUTHORITY TO TRAVEL ON OFFICIAL UNIVERSITY  
BUSINESS**

Authority is requested for an employee to travel domestically and/or incur expenses in performance of official duties for the purpose and conditions below:

Traveler \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Est. Cost \_\_\_\_\_

Location and dates of travel \_\_\_\_\_

Nature and purpose of travel request (how does this trip benefit the mission of department?)

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Traveler \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Other Approval \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Funding Source:</b>	<b>Description/Name</b>	<b>AMOUNT</b>	<b>APPROVAL TO USE FOP</b>
<b>Fund-Org-Program</b>	<b>of Funding</b>		<b>(signature)</b>
<b>(FOP)</b>	<b>Source</b>		
<b>TOTAL</b>		<b>\$ 0.00</b>	