

The University of Texas at El Paso

Request for Travel Authorization

Traveler Statue: Employee: _____ Student: _____ Other: _____
(Description)

Name: _____

Title: _____

Department: Music _____

I hereby request approval of my being absent from the Campus as indicated below:

Dates: From: _____ To: _____

Destination: _____

Purpose: _____

Disposition of work while absent: _____

() Expenses are not to be paid by the University

Estimate Costs:

Transportation: _____

Per Diem for ___ Days: _____

Other: _____

Source of Funds:

Department Name: _____

Account Number: _____

Other: _____

Total: _____

Requested: _____
Individual Requesting Travel

Approved: _____
Dean or Administrative Officer

Recommended: _____
Chairperson or Dept. Head

Approved: _____
Vice-President

Recommended: _____
Sponsored Projects

Approved: _____
President

Note: Travel outside the limits of the United States Possessions, Mexico, or Canada requires advance approval of the Governor, when the expenses of such travel are to be paid from the State Appropriated Funds.