

**Women's, Gender, & Sexuality Studies
Travel Authorization Form**

Name

Departure Date

Return Date

Travel Destination

Purpose of Travel

Classes/duties in my absence will be handled by

Estimated Travel Expenses

Airfare

Lodging

Ground Transportation

Parking

Meals

Reimbursable Mileage

If traveling internationally, have you completed the online International Travel Form?

Information if Andy is purchasing airfare on your behalf

Name on state issued ID you will be using for travel

Destination airport

Preferred travel times:

 Departure flight

 Return flight

Would you like the cheapest possible airfare, even if you must have connecting flights?