

## OSU TRAVEL AUTHORIZATION

1. _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><b>Name</b></td> <td style="width: 33%; border: none;"><b>Title</b></td> <td style="width: 33%; border: none;"><b>Department</b></td> </tr> </table> Is approved to take the following business trip			<b>Name</b>	<b>Title</b>	<b>Department</b>
<b>Name</b>	<b>Title</b>	<b>Department</b>			
On 2. _____					
To 3. _____					
For the purpose of 4. _____					
5. Dean, Director, Dept. Head approval (or PI): I certify that this trip is necessary and that required funds are available for expenditure.	DATE _____ _____	7. Research Accounting approval (pre-approval required for international trips on grant funds). _____ Research Accountants Signature  Index _____  Account Code _____  Activity Code _____			
6. Prepared by: _____ Phone # _____  Department _____					

### INSTRUCTIONS

(See OSU Travel Handbook for complete OSU Travel Authorization form instructions)

1. Name of employee as it appears in FIS Banner
2. Show dates of arrival and departure from official station
3. Give destination of proposed trip
4. What is the purpose of the trip?
5. Approval signature certifying that the trip is necessary and funds are available to cover the resulting expenses. The person who is traveling may not sign a their own authorization form.
6. Include name, phone number, and department of person processing form, needed in case more information is required, and for proper return of the approved form.
7. Specify the index, account code, and activity code. Research Accounting (306 Kerr Administration) pre-approval is required for all international travel on grant funds.

ROUTING INSTRUCTIONS: Send completed Department approved original form to Research Accounting, 306 Kerr Administration