

University of Miami
 COLLEGE OF ARTS AND SCIENCES - DEPARTMENT OF CHEMISTRY
PRE-TRAVEL AUTHORIZATION FORM FOR GRADUATE STUDENTS
 to be Submitted **Prior to Travel** to Graduate Director

Today's Date _____

Name of Traveler _____ Department of Chemistry Phone No. _____

Destination _____ Dates of Trip _____ to _____

Purpose of Trip (be specific; include conference titles and reason for attendance, persons or organizations visited and why):

Estimated Expenses

Registration	\$ _____
Airline Tickets	\$ _____
Other Transportation *	\$ _____
Meals (may not include Per Diem charges)	\$ _____
OR Per Diem (\$50 per day/\$25 after 3 pm / international rate - specify country)	\$ _____
Lodging	\$ _____
Other *	\$ _____
Poster/copies*	\$ _____
TOTAL	\$ _____

*explain: _____

EXPENSE LIMITATION:	\$ _____
Pre-travel reimbursement:	\$ _____

Funding Commitments (specify amounts)

External sources (specify) \$	_____
GAFAC \$	_____
Provost Graduate Award \$	_____
Max and Peggy Kriloff \$	_____
**Grants (account# _____) \$	_____
Department \$	_____
TOTAL: \$	_____

Travel Authorization

 ** Signature of Account P. I. Date

 Signature of Graduate Program Director Date

 Signature of Chairperson Date

 **Signature of Sponsored Programs Date

FOR INSURANCE PURPOSES ONLY
 Reimbursement will not be requested.

The following documentation must be included with this request:

- Flyer of seminar/conference/etc...
- Application/s of funding source/s (with specific needed documents and approved funding amount/s)

Upon Completion of the above described trip, I agree to provide to the University of Miami, within 10 days of my return, airline boarding passes and original receipts (with the exception of per diem expenses) for all expenses reimbursed to me and an appropriate summary and explanation of those expenses on a Business Expense Reimbursement Form (BERF). This form with all necessary approvals must be re-submitted with your BERF.

 Signature of Traveler UM ID# Date

**Travel on sponsored/grant accounts must be approved by the Office of Sponsored Programs.