



**PRIOR AUTHORIZATION Travel Request Form (policy 1303)**

**Traveler's Name:** \_\_\_\_\_

**Conference/Location Attending** \_\_\_\_\_

**Travel to: City/State/Country** \_\_\_\_\_

**Purpose of Travel:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dates of Travel:** \_\_\_\_\_

**Substitute teaching covered by:** \_\_\_\_\_

All business travel must support the mission of the University of North Carolina, receive the appropriate approvals, and be carefully planned to ensure that expenditures are necessary, prudent, and as economical as possible.

For conference registration fees that will be paid by UNC, please include a paper copy of the completed registration form. What is the payment due date for the registration fee? \_\_\_\_\_

Will you be submitting expenses for reimbursement? YES  NO

(NOTE: Reimbursement details must be submitted within 5 business days of return from your trip.)

**For International Travel Only:**

Will you have non-UNC travel insurance coverage? YES  (may require waiver form) NO

If no, how will the UNC coverage be paid? UNC Acct/Fund \_\_\_\_\_ Direct payment by \_\_\_\_\_

\*\*If you are traveling internationally you are required to log your trip in the UNC Global Travel Registry. <http://globaltravel.unc.edu/login.cfm> This registry is to facilitate communication with members of the Carolina community who may find themselves in an international crisis situation and to provide assistance.

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
James B. Rives, Chair, Department of Classics

\_\_\_\_\_  
Date

**Office Use:** C# \_\_\_\_\_ T# \_\_\_\_\_ Insurance processed \_\_\_\_\_

Updated 4/29/16