



PRIOR AUTHORIZATION Travel Request Form (policy 1501)

**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.

*If you will be traveling for personal reasons at all during your trip, you must complete a Combined Business and Personal Travel Justification and submit it with this form.*

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:**

How will UNC travel insurance coverage be paid? Acct/Fund \_\_\_\_\_ Direct payment by \_\_\_\_\_

*Faculty are required to purchase UNC travel insurance for all official University travel abroad. Students may purchase non-UNC coverage in select circumstances, but must complete a waiver form (see Travel Policies).*

**\*\*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 8/23/2019