



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.

Do you expect this trip to be funded through UNC? YES      NO  
If yes, please identify funding source \_\_\_\_\_

(NOTE: Reimbursement details must be submitted within 5 business days of return from your trip.  
For graduate students: Your travel award will be paid as a lump sum. Funds will be released once we receive your travel reconciliation form and the travel has been completed. If you feel like you need funds earlier, please contact office staff.)

For conference registration fees that will be paid by UNC, fees must be paid on the department purchasing card or the travel and expense card. Do you need office assistance? YES      NO

Will you attend this conference in-person or virtually? In-person      Virtual

For faculty: *If you will be traveling for personal reasons at all during your trip, you must complete a Combined Business and Personal Travel Justification (found on our website) and submit it with this form.*

**For International Travel Only:**  
How will UNC travel insurance coverage be paid? Acct/Fund \_\_\_\_\_ OR 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 Insurance](#) or contact [Janet Hoernke](#)).*

All international travel must be approved by the Chancellor. <https://global.unc.edu/travel-operations/travel-policies/>

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