



University of Prince Edward Island
TRAVEL AUTHORIZATION FORM

Authorization to Travel on University Business is Requested as Follows: (\*Required Fields)

Name of Traveler\*

Employee ID #\*

Travel Period\*: From: \_\_\_\_\_ To: \_\_\_\_\_

Destination\* (if multiple destinations provide detail):

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

External Funding Source (if applicable) \_\_\_\_\_ Amount \_\_\_\_\_

Table with 1 column and 2 rows. Header: \* ADDITIONAL PERSONNEL ON TRIP

Table with 2 main sections: Mode of transport (AIRPLANE, BUS, CAR RENTAL, PRIVATE CAR) and UPEI VEHICLE (Dept & Model)

Signature of Traveler \_\_\_\_\_

GL Account(s)

Table with 2 rows and 2 columns. Header: AMOUNT %. Contains a grid for account numbers and amounts.

Authorized By:

Name of Account Authority \_\_\_\_\_ Signature \_\_\_\_\_

Name of Supervisor\*\* \_\_\_\_\_ Signature \_\_\_\_\_

\*\* Required if Account Holder is not the Traveler's Supervisor or if the Account Holder is the Traveler.