

Get pre-approval for any  
overnight travel and/or  
for any travel that will  
cause you to miss a class.



# Travel Pre-Approval Form

Submit at least 30 days prior to travel

Name \_\_\_\_\_

ID # \_\_\_\_\_

## TRIP INFORMATION

Destination \_\_\_\_\_

Travel Dates: from \_\_\_\_\_ to \_\_\_\_\_

Reason for the trip \_\_\_\_\_

## SUMMARY OF ANDREWS-FUNDED EXPENSES

	\$	Further Clarification (as needed)
Air Travel		
Ground Travel		
Lodging		
Per Diem		
Other		
Total		

I'm requesting a travel advance of \$