

**TRAVEL REQUEST AND AUTHORIZATION
DEPARTMENT OF DESIGN, HOUSING, AND APPAREL**

This form needs to be submitted **prior** to travel. For reimbursement purposes, complete the Employee Expense Worksheet (UM1612), within 15 days of return.

Employee Name	Employee ID	Travel Destination
Date of Departure	Date of Return	Date of Return to Office
Hotel Name and Phone Number		

Justification

Purpose of travel, including conference name	
If presenting a paper, state the title & date of presentation	
How does the travel benefit/relate to the account charged?	
Plan for covering your class(es) in your absence	

Insurance Purposes only. Please check here if you are completing this for insurance purposes only. If there is no cost to the University, it is not necessary to complete the expense worksheet below. Your signature is still required.

International Travel: The University requires all faculty and staff traveling aboard for University purposes to register their travel. X.500 authentication is required to register. Register at: <http://global.umn.edu/travelregistry/>

Account number(s) to be charged:

Fund	Dept ID	Prog/Proj	Chartfield 1	Chartfield 2	EmplID	Account	Dollar Amount

Estimated expenses:

Type of Expense	Who makes arrangements?		Estimated Amount
	You	Staff	
Note: Receipts required for reimbursement of all expenses except per diem.			
Transportation*			
Lodging (cannot be reserved or purchased by staff)	X		
Conference registration			
Other expenses (car rental, meals, other)			
Total Estimated Expenses			

* I certify that frequent flyer mileage earned with **University funds** will accrue to the benefit of the University of Minnesota.

Signature of traveler (required) Date

Approved: Dept. Head Signature Date

- Travel recorded on DHA Calendar
- Approved for NC Funding (AES funding for regional projects). Attach email authorization.