

Travel Pre-Approval Report Worksheet – Life Sciences Dean’s Office

Traveler _____ Net ID _____ Department _____

Travel Agent _____

Destination _____ Dates: from _____/_____/_____ to _____/_____/_____

1st Acct. Code _____ 2nd Acct. Code _____

Purpose _____

Persons Accompanying Me _____

(Note: Expenses for spouse & family members should not be charged to a BYU account.)

EXPENDITURES	Approximate Amount
Cash Advance: (For group travel only. <i>IMPORTANT: If listed here, please do not list items again in separate categories below.</i>) Reason for Advance _____	\$ _____
Airfare: From (city) _____ to _____ Airline _____ Arranged through: <input type="checkbox"/> BYU Travel <input type="checkbox"/> Other <ul style="list-style-type: none"> If already purchased from BYU Travel, please complete the following: Date Purchased // _____ Account # Charged _____ If Other, justification must be written why other source(s) were used An explanation is required for any seating class other than coach: 	\$ _____
Rental Car: Company _____ Size of Car _____ <i>Explanation required for Luxury or Full-sized cars:</i> _____	\$ _____
Estimate of Other Transportation Costs: <input type="checkbox"/> Personal vehicle _____ miles @ _____¢ per mile = \$ _____ <input type="checkbox"/> Shuttle \$ _____ <input type="checkbox"/> Long-term parking \$ _____ <input type="checkbox"/> Taxi \$ _____ <input type="checkbox"/> Motorpool \$ _____ <input type="checkbox"/> Other: _____ \$ _____	\$ _____ (total)
Meals: (Circle one) Per Diem: \$ _____/day X number of days _____ OR Non Per Diem	\$ _____
Lodging: Name of Hotel(s) _____ _____ \$ _____/day X number of nights _____	\$ _____
Conference or Meeting Charges: Name of Conference _____	\$ _____
Additional Charges: (please specify) _____	\$ _____
TOTAL	\$ _____

Traveler Signature _____ Date _____

Supervisor Approval _____ Date _____

Chrome River Delegate (Entered by) _____ Date _____

Chrome River Approver (Financial Mgr) _____ Date _____