

V J G"WP K XGTU K V D Q C K C " J W P V U X K N N G "

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y k v j k p " v j g k t " e q n g i g " q t " w p k v 0 "" " J v u g " F g c p u " c p f " C e c f g o E
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T g x k g y

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R q n k e { "
2402303: "
R c i g " 3 " q h " 5 "
T g x k u g f " Q e v q d g t . " 4236 "
T g x k u g f " O c t e j . " 423 ; "
T g x k y g f " F g e g o d g t . " 4242 "

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
AUTHORIZATION FOR OFFICIAL TRAVEL
FOR PERSONNEL IN ACADEMIC AFFAIRS UNITS**

Traveler's Name _____ **Date of Request** _____
Destination _____ **Dates of Trip** _____
Primary Mode of Travel _____ **Reason for Making Trip** _____

Arrangements for Classes: _____

Estimate of Cost: Air Transportation Ground Transportation Lodging Meals Registration Miscellaneous Total	Added Notes, including any travel advisory for destination:
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Traveler's statement: "If university-controlled funds are accepted for this travel, I am aware of and fully responsible for following university travel policy. I certify that the travel is a part of my official and/or professional responsibilities. I acknowledge that I must gain approval of my supervisor for arrangements for official duties that will be missed."

	Traveler	Date
Approval of Expenditure and Guarantee of Funds:	Max. \$ Amt . for Reimbursement:	1st Acct. Other Accts.
1st Acct. Name/No.	Auth. Signature/Date _____	
2nd Acct. Name/No.	Auth. Signature/Date _____	
Other Acct(s). Charged	Auth. Signature(s)/Date(s) _____	

Rqnk{"
2402303:"
Rc i g"4"qh"5"
Tgxlugf"Qevqdgf."4236"
Tgxlugf"Octe j."423;"
Tgxlgygf"Fgeg o dgf."4242"

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
ALTERNATIVE ARRANGEMENTS FOR OFFICIAL DUTIES
FOR PERSONNEL IN ACADEMIC AFFAIRS UNITS**

Rqnlk{"
2402303:"
Rci g"5"qh"5"
Tgxkugf"Qevqdgf."4236"
Tgxkugf"Octe j."423;"
Tgxkygf"Fgeg o dgf."4242"