

# NSU TRAVEL APPROVAL REQUEST

TRAVELER'S NAME \_\_\_\_\_  
DESTINATION \_\_\_\_\_  
PURPOSE OF TRIP \_\_\_\_\_  
DATE OF DEPARTURE \_\_\_\_\_ DATE OF RETURN \_\_\_\_\_  
ESTIMATED COST \$ \_\_\_\_\_



## Other People Attending

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Yes \_\_\_\_\_ No \_\_\_\_\_ Is this travel essential for you to perform your duties or essential to NSU?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Are you a conference presenter, board member, or panelist?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Could the business be accomplished through other means (teleconference, videoconference, etc)?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Are there alternative sites closer to campus that would result in lower travel costs?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ In the case of travel to an event, is it necessary for more than one employee from a division to attend?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Could the information, instead, be shared with colleagues by the person who was authorized to attend?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Could the trip be postponed or canceled? What is the fiscal consequence of postponing or canceling the trip?

Please provide an attachment to amplify on your response.

SIGNATURE OF TRAVELER \_\_\_\_\_

Approved  Not Approved

\_\_\_\_\_  
Department Chair, Supervisor or Dean

\_\_\_\_\_  
Date

Approved  Not Approved

\_\_\_\_\_  
Division Vice President

\_\_\_\_\_  
Date