

**UNIVERSITY OF NEBRASKA-LINCOLN
PRE-TRIP REQUEST FOR TRAVEL AUTHORIZATION**

**Reimbursement requests must be received in the UNL Accounts Payable Office (ap@unl.edu or 1700 Y St, Lincoln 68588-0623)
no later than 60 days after the final day on which expenses were incurred.**

DATE SUBMITTED _____

NAME

PERSONNEL #

DEPARTMENT

RETURN COPY OF APPROVED AUTHORIZATION TO:

TELEPHONE

PURPOSE OF TRAVEL

ESTIMATED EXPENSES

TRANSPORTATION(DESIRED METHOD AND AMOUNT):

STATE VEHICLE _____ \$ _____

PERSONAL VEHICLE _____ \$ _____

AIRFARE _____ \$ _____

CAR RENTAL _____ \$ _____

LODGING _____ \$ _____

MEALS _____ \$ _____

REGISTRATION FEES _____ \$ _____

TAXI & FARES _____ \$ _____

OTHER EXPENSES _____ \$ _____

TOTAL ESTIMATED EXPENSES \$ 0.00

ITINERARY: FROM CITY

TO CITY

DATE/TIME OF DEPARTURE

DATE/TIME OF RETURN

FOR TRAVEL BY COMMERCIAL CARRIER :

Ticket will be billed directly to the university:

☐

Ticket will be paid personally and be reimbursed:

☐

CHARGE TO COST OBJECT:

	\$
	\$
	\$

IMPORTANT REMINDERS:

1. Tickets can be purchased directly from Fox World (402-206-2112) and charged directly to the UNL ghost credit card for university business travel.
 2. If you receive grant funding from a Public Health Service agency (including the National Institutes of Health), conflict of interest regulations require that you disclose some sponsored or reimbursed travel on your Interest and Outside Activity Reporting Form on NUgrant. For additional information, visit <http://research.unl.edu/orr/conflict.shtml>
 3. Detailed receipts are required for all food/meal expenses equal to or greater than \$5. Each request must be fully itemized, including the amount, date, place, and essential character of the expense incurred. This applies to all employees.
- Additional information regarding the current travel policies can be viewed at <http://travel.unl.edu>

SIGNED

Requested By

SIGNED

Department Chair

SIGNED

Dean or Director

Retain this document in department files

Department Assigned Number

APPROVALS ARE MADE IN ACCORDANCE WITH TRAVEL REGULATIONS
IN THE UNL BUSINESS POLICIES AND PROCEDURES MANUAL AS
AMENDED, UNLESS SPECIFIC REQUESTS ARE NOTED AND APPROVED
ON THIS APPLICATION.