

**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.