



Temporary Travel Request Approval Form

Current guidance requires all **essential** travel requests be approved by the Supervisor, Dean/AVC, Provost/Vice Chancellor and Chancellor. Non-essential travel should not occur at this time. This form is used to obtain the additional approvals not usually required under University policy. This approval form must be attached to all Chrome River pre-approval actions associated with this request.

Traveler Name:

Department:

College/Division:

Travel Departure Date*:

Travel Return Date*:

Travel Destination:

Mode of Transportation:

Estimated Costs of Travel:

Payment Fund(s):

Check the following box that applies:

Single Trip

Multiple Trips If selecting this option, what frequency will the travel occur?
If selecting this option, how many total trips will occur?

Describe the purpose of this travel.

Why is this travel essential at this time?

Approvals

Supervisor

Direct Report to
Provost/VC/Chancellor

Provost/VC/Chief of Staff

Chancellor

Comments:

*Note: For travels that will have multiple trips, enter the earliest date of departure and the return date from the final trip associated with the travel.