

UMass Boston
Pre-Authorization Form for Domestic and International Travel
(CON-03)

All university-affiliated and/or -sponsored travel, both domestic and international, requires pre-travel authorization.

Travel must be registered in the Travel Registry 21 days prior to departure. Travel to high risk international destinations must be registered 30 days prior to departure.

TRAVEL INFORMATION		
Name of person(s) traveling: _____		
Destination:	Start Date:	End Date:
Business Purpose: _____		
Role/s; <input type="checkbox"/> Attendee <input type="checkbox"/> Presenter <input type="checkbox"/> Discussant/Facilitator <input type="checkbox"/> Session Chair <input type="checkbox"/> Other Scholarship Role (Check Off Box/es)		
Itemized Costs (estimate if necessary):		
Airfare - \$ _____		
Hotel/Lodging - \$ _____		
Registration – Conference/Training - \$ _____		
Membership Dues/Fees - \$ _____		
Business Meeting - \$ _____		
Meals per Diem - \$ _____		
Auto Rental - \$ _____		
Mileage - \$ _____		
Parking/Tolls - \$ _____		
Other Job-Related Expenses - \$ _____		
TOTAL: \$ _____		
Funding Source: <input type="checkbox"/> FSU <input type="checkbox"/> RES <input type="checkbox"/> GRANT <input type="checkbox"/> PMYR <input type="checkbox"/> GOF (Check Off Box/es) <input type="checkbox"/> START-UP <input type="checkbox"/> ENDOWMENT <input type="checkbox"/> OTHER _____		
Signature of Traveler: _____		Date: _____
Traveler Name (PRINT): _____		
PRE-APPROVALS:		
Supervisor and/or		
Department Chair: _____	Signature: _____	Date: _____
(PRINT NAME)		
Account Signatory: _____	Signature: _____	Date: _____
(PRINT NAME)		

For travel that is (1) overnight and out-of-state domestic or (2) international:
 Fully signed and completed form must be uploaded with the traveler's registration in the Travel Registry.