

Chemistry Department

Travel Authorization information form

At least two weeks before trip or earlier

1. Destination: _____

2. Purpose of trip: _____

3. Date of trip: _____

4. Traveler's name: _____

5. Supervisor name: _____

6. Chart fields: _____

(Fund Code Dept ID Product Initiative Project)

7. Estimated Expenses: _____

(Note amount will be encumbered) _____

(airfare, registration, hotel etc.)

8. Forms for (Student Government, matching funds for travel award, meeting travel grant application.)

9. And the completed P-Card form

Please e-mail to Linda Lowe or drop off:

llowe@cas.usf.edu