

University of North Texas
AERI/IAS
Guide to University Business Travel

Pre-approval of travel (*)

Gather the following information for submitting the travel pre-approval along with a cost-estimate of the proposed travel. This is required, irrespective if you are booking travel via Concur or on your own.

1. What is the purpose of your trip (conference, research, etc.)? _____
2. Who is traveling? _____
3. Name of Conference/meeting (or brief subject of research): _____
Note: The conference/meeting program at-a-glance will be needed- showing the dates and location of conference/meeting.
4. Dates of Conference/meeting/research: _____
5. Location (city) of conference/meeting/research: _____
6. Conference Registration cost and information of what meals (if any) are covered in conference registration. Conference registration receipt will be required during a later step.
7. What are the departure and destination cities (and countries)? _____
8. What are the travel dates? _____
9. If business travel is combined with personal travel, please identify the travel dates and destinations for the personal travel. _____
10. How are you traveling (e.g. air travel, driving, etc.)? If driving, is it by personal, rental, or UNT vehicle? What are the start and ending addresses (required for calculating mileage, if requesting reimbursement)? _____
11. Do you require ground transportation (e.g. cab ride from airport to hotel)? Yes ____; No ____
If yes, indicate from where to where? _____
12. Will you require overnight accommodation? Yes ____ No ____
 - If yes, for how many nights? _____
 - Which city (cities)? _____
 - What are the check in (_____) and check out dates (_____) for each location?
 - Have you identified a hotel(s) for overnight stay? Yes ____ No ____
Name of Hotel(s): _____; Hotel Address: _____
13. How is this travel funded? This information is required to complete the travel pre-approval.
 - Funded by UNT (e.g. grant, contract, IDC, travel award, etc.)? Yes ____; No ____
 - Source of travel award (e.g. College of Science, Toulouse Graduate School, UNT International; faculty grant/contract/IDC) _____.
If applied for funding and awaiting decision, please indicate so. _____
 - Chart string for UNT account(s) covering cost of travel

List the extent of funding from each source _____
 - Any funding received from non-UNT sources (e.g. conference/meeting organizers, host institution)? Yes ____; No ____
If yes, list the extent of funding from non-UNT source. _____