



TRAVEL AUTHORIZATION

Please complete this form and return it to the SSL Travel Desk with the appropriate signature requested below. Should travel arrangements/advances require prior approval for the sponsor, you will be informed. Additional information may be required in order to obtain sponsor approval. Thank you!

Name(s) of traveler: _____

Date(s) of travel: _____

Destination(s): _____

Purpose of travel and benefit to the project: _____

Account to be charged (if split funded, please note): _____

The above travel is approved: _____
Project Principal Investigator