

TRAVEL PRE-APPROVAL FOR STUDENT EMPLOYEES

Student Traveling _____ NetID _____ BYU ID number _____
 Destination _____ Dates of Travel ____/____/20__ - ____/____/20__
 Purpose (be specific) _____
 Account Code _____ (your supervisor's research or faculty operating unit number)
 Name of Supervisor _____

EXPENSES	APPROXIMATE AMOUNT
AIRFARE from _____ to _____ airline _____ arranged through _____ if BYU Travel, date and account charged ____/____/20__ _____ if not BYU Travel, please explain _____	\$ _____
RENTAL CAR company _____	\$ _____
OTHER TRANSPORTATION personal vehicle _____ miles × _____ ¢ per mile = \$ _____ shuttle \$ _____ long-term parking \$ _____ taxi \$ _____ motorpool \$ _____ other _____ \$ _____	\$ _____
MEALS per diem \$ _____ per day × number of days _____ OR non per diem	\$ _____
LODGING names of hotels _____ \$ _____ per day × number of nights _____	\$ _____
CONFERENCE / MEETING CHARGES name of conference _____	\$ _____
ADDITIONAL CHARGES be specific _____ _____	\$ _____
TOTAL \$	

Student Signature _____