

TRAVEL PRE-APPROVAL FOR NON-EMPLOYEES

Person Traveling _____ Name of Hosting Faculty Member _____

Address _____ City _____ State ____ Zip _____

Are you a U.S. citizen? ☐ yes ☐ no If not a U.S. citizen, country of citizenship _____

City Closest to Destination(s) _____ Dates of Travel ____/____/20____ - ____/____/20____

Purpose (be specific) _____

Account Code _____ (your hosting faculty member's operating unit number – this is only **8 digits long**)

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 _____ rental cost \$ _____ gas cost \$ _____	\$ _____
OTHER TRANSPORTATION personal vehicle _____ miles × _____ ¢ per mile = \$ _____ shuttle \$ _____ long-term parking \$ _____ taxi \$ _____ motorpool \$ _____ other (if PWS truck, which one) _____ \$ _____	\$ _____
MEALS per diem \$ _____ per day × number of days _____ OR <input type="checkbox"/> non per diem	\$ _____
LODGING names of hotels _____ \$ _____ per night × number of nights _____	\$ _____
CONFERENCE / MEETING CHARGES name of conference _____	\$ _____
MISCELLANEOUS CHARGES be specific _____	\$ _____
TOTAL	\$ _____

Traveler Signature _____

email this form to pws_financial_clerk@byu.edu with the subject "TPA" and any questions you might have in the body