

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 _____ (Is it for research, or experiential learning, or both?)

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