

# PRIOR APPROVAL TRAVEL AUTHORIZATION FORM

## (for use by Staff, Student, & Other Visiting Guest)

The business travel authorization form must be approved well enough in advance of the business trip

Staff     UNM Student     Other - Please Specify: \_\_\_\_\_

If "Other" is a Foreign National, a W-8BEN form will need to be attached. The form can be accessed at: <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>. A copy of the official UNM letter of invitation & a copy of their passport & visa must also be attached.

(NOTE: If a foreign national is visiting UNM, the Foreign National Travel Request must be submitted to the central office and the travel must be approved before any arrangements can be made. Please work with the administrative office in advance to get the appropriate authorizations in place.)

NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ UNM BANNER ID NO. (LAST 4 DIGITS): \_\_\_\_\_

DATES OF TRAVEL: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

CONFERENCE NAME: \_\_\_\_\_

PURPOSE OF TRIP &  
BENEFIT TO UNM  
AND/OR PROJECT: \_\_\_\_\_

I hereby certify that the above travel is appropriate and necessary for the individual to conduct official business on behalf of the University of New Mexico. I have verified that the required funds are available for expenditure. I understand and agree that any relevant out of pocket expenses incurred during this trip will be documented and submitted on the appropriate departmental form within the specified deadlines. I will provide oversight that the costs are valid and they comply with UNM policy and the applicable official sponsored research agreement. Should dates of personal travel occur within this time, any expenses that accrue within that time will be on the responsibility of the traveler and will not be submitted for reimbursement.

Approved By: \_\_\_\_\_



\_\_\_\_\_ Date

- Attach this completed, dated & approved Travel Authorization form to the Travel Reimbursement Form
- The traveler should retain a copy of the signed Prior Approval Travel Authorization Form and make it available upon request from Internal Audit