RUTGERS
School of Health Professions

Travel Approval Form

Prepared By:

https://procurementservices.rutgers.edu/travel-and-expense

NOTE: All airfare, Amtrak, hotel, and rental car reservations must be booked using the Rutgers online booking tool or by contacting Direct Travel, the university's contracted travel agency. Travel reservations made through other booking channels will not be considered Rutgers-related travel and will not be reimbursable.

Requestor or Traveler Name	Department	Request Date	Phone Number

Purpose of Trip (Justification)

Depart Date	Return Date	Hotel Name	Location

GL String		Project	
Unit		Project ID	
Division		Task	
Organization		Expenditure Type	
Location		Exp Org	
Fund Type		Location	
Business Line		Business Line	
Account		Account	

ITEM	Itemized Estimated Expense Description		EST. Expense
1	Transportation - Air Booking via SAP Concur? ____Yes_____No		
2	Transportation - All Other		
3	Lodging - Booking through SAP Concur? ☐ Yes No ☐		
4	Meals - Number Of Days _____X_____Per Diem Rate		
5	Registration Fee - Check Request / Personal /P-Card?		
6	Miscellaneous		
Total Est. Expenditure			

Traveler Signature **Date**

Unit Administrator/Department Head Signature **Date**

Dean/Executive Director Signature **Date**

Budget Officer Signature **Date**