

Roger Williams University and School of Law

UNIVERSITY PREAUTHORIZATION FORM FOR TRAVEL: ADMINISTRATORS, FACULTY AND STAFF

This form is to be used for all overnight travel except; a) Faculty Professional Development, b) Provost for teaching and scholarship c) Faculty sponsored student research and d) Program Athletics Team and Admissions Recruiters. This form may be reproduced via email exchange to expedite approval.

Employee Instructions: A request for official travel and hotel accommodations to attend a conference, workshop, lecture or other such event in the performance of University duties must be pre-approved by the employee's supervisor. The request must then be routed for approval to the appropriate Director or Department Head/Dean And Senior Vice President /Vice President for the unit prior

Employees Traveling: Traveler 1 _____

Traveler 2 _____ Traveler 3 _____

Traveler 4 _____ Traveler 5 _____

Is any portion of this trip to be paid directly to you or RWU by the event sponsor Yes No
If yes, please attach a detailed explanation.

Estimated Cost of Travel - A copy of itinerary with travel costs and hotel rates for my accommodations attached

	Traveler 1	Traveler 2	Traveler 3	Traveler 4	Traveler 5
Registration					
Air fare					
Hotel					