**Prior Approval Travel Request Form**

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| Traveler’s Name: *(please print)* |  |
| Home Address: *(Street, City, State, Zip)* |  |
| Conference/Meeting/Program Attending: |  |
| Travel Destination (City, State, Country):  **If foreign travel & related to UNC business, UNC Global Travel Registry & coverage in UNC Travel Insurance Program (at least 7 days prior to trip) is mandatory. Please register on the Global Travel website (**[**http://globaltravel.unc.edu**](http://globaltravel.unc.edu)**). Crystal Headen in the Chair’s Office will submit your travel insurance coverage.** |  |
| Travel Purpose/Reason for Attending: |  |
| Travel Dates: *(Month, Day, Year)* |  |
| Will you request a travel reimbursement from UNC upon your return?  If so, what account number will be used? | Yes: \_\_\_\_\_ No: \_\_\_\_\_  Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Will this trip combine business and personal travel? If so, please give # of days for each. *(May require additional documentation and justification)* | Yes: \_\_\_\_\_ No: \_\_\_\_\_  # of business days: \_\_\_\_\_ # of personal days: \_\_\_\_\_ |

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**Traveler’s Signature Date** *(required)*

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**Chair’s Signature Date** *(required)*

**Submit completed Prior Approval Travel Request Forms to the Chair no less than 10 days prior to travel start date. (Submit foreign travel request forms no more than 90 days prior to travel start date if travel paid from a grant account that may require foreign travel approval from Office of Sponsored Research.)** Once forms are signed/approved they will be placed in employee personnel files for audit purposes. Employees will be notified when their forms have been approved.

All business travel must support the mission of the University of North Carolina, receive the appropriate approvals, and be carefully planned to ensure that expenditures are necessary, prudent, and as economical as possible. A University employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs that have not received prior-approval from the appropriate authority, circuitous routes, delays, luxury accommodations, and luxury services that are unnecessary or unjustified in the performance of official business are not acceptable under this standard.