



PRIOR APPROVAL Travel Request Form

Traveler's Name

Date of Birth

Department Name

Conference Attending

Conference City/State

Reason for Attending Conference

Dates Attending Conference

My Business Travel includes a personal travel element.

*If **checked**, I understand that all personal travel costs will be my responsibility and that this personal travel element is not increasing the cost of my Business-related travel (ie. increased airfare). Submit breakdown of business and personal components with submission of "Prior Approval Travel Request" form.*

Lodging for Business Travel exceeds allowance, [Policy 1302.1](#), or requesting Non-Hotel Lodging including Airbnb.

*If **checked**, click on option **a** or **b** to complete the necessary form that applies. Submit with "Prior Approval Travel Request" form.*

a. [Excess Lodging Form](#)

b. [Non-Hotel Lodging Form](#)

Traveler's Signature

Date

**** Four weeks prior to travel**, send completed form to your delegated OME official for signature approval.

Approved by:

Authorized Official Print Name/Signature

Date

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, circuitous routes, delays or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard.