

*JJ/2024/Title III forms*

**Pre -Travel & Visa Prior Approval Request Form**

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| **Traveler’s Name:** | Click or tap here to enter text. |  | **Date:** | Click or tap to enter a date. |
| **Activity Name:** | Click or tap here to enter text. |
| **Account Number:** | Click or tap here to enter text. |  | **Object Code:** | Click or tap here to enter text. |
| **Conference Name:** | Click or tap here to enter text. |
| **Conference Destination:** | Click or tap here to enter text. |
| **Conference Start Date:** | Click or tap to enter a date. | **End Date:** | Click or tap to enter a date. |

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| **Purpose** (Please explain the purpose of the conference/workshop and how it relates to your objective(s).) |
| Click or tap here to enter text. |

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| **VISA card will be used for (Check all that apply, with cost (if applicable)):****Note: Prior approval to utilize the University’s VISA card to procure hotel charges is required.** It is the cardholder’s responsibility to ensure that the university’s Visa Card may be utilized for this approval and not the undersigned. |
| **Room Reservation Only (1 Night ):** | $Click or tap here to enter text. | *tax included* |
| Hotel cost for  | # of nights | nights @ | $ amount | per night | $Click or tap here to enter text. | *tax included* |
| Hotel Name: | Click or tap here to enter text. |
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| **Registration Fee:** | $Click or tap here to enter text. |
| Vendor Name: | Click or tap here to enter text. |
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| **Other:** (Please specify) | [ ] Parking: $(USD) | [ ] Per Diem: $(USD) |  |
| [ ] Airfare: $(USD) | [ ] Ground Transportation: $(USD) | $ Click or tap here to enter text. |
|  |
| **Total Expense** | $ Click or tap here to enter text. |

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| **APPROVAL: This approval is valid for thirty (30) days from the date of approval.** |
| Traveler: |  |  | Date: | mm/dd/yy |
| Visa Card Holder: |  |  | Date: | mm/dd/yy |
| Activity Director: |  |  | Date: | mm/dd/yy |
| Title III Director: |  |  | Date: | mm/dd/yy |
| **DISAPPROVAL:**  |
| Title III Director: |  |  | Date: | mm/dd/yy |
| Justification: | Click or tap here to enter text. |