



**Travel Documentation Form**

*Complete upper portion of travel document and signatures to request air fare payment, registration payment to vendor, or to obtain prior approval for travel.\* Complete entire document to request reimbursement after travel.*

**Traveler Name:** \_\_\_\_\_ **Traveler PID:** \_\_\_\_\_  
**Travel Destination:** \_\_\_\_\_ **Foreign Travel:** \_\_\_\_\_  
**Departure Date:** \_\_\_\_\_ **Return Date:** \_\_\_\_\_  
**Travel Purpose:** \_\_\_\_\_

**Chartfield to Charge:**

<u>PS Dept</u>	<u>PS Fund</u>	<u>PS Source</u>	<u>PS Program</u>	<u>PS Project</u>	<u>PS Cost Code 1</u>	<u>PS Cost Code 2</u>

**Purpose of travel (prior approval required for all foreign travel and travel on non-grant accounts):**

**After Travel:**  
**Expenses (please provide receipts for all categories except meals):**  
**FYI Meals (in-state per diem \$37.30/ out of state per diem \$39.80)**

**Time of Departure:**  
**Time of Return:**

**Registration:**

**Air Travel:**

**Ground Travel:**

**Hotel Accommodations:**

**Other:**

\_\_\_\_\_  
**Traveler Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

*\*Email form to Matt Rivenbark, [jmriven@unc.edu](mailto:jmriven@unc.edu), to obtain prior approval.*

*Retain in travel file. If submitted for prior approval, the same justification should accompany the request for reimbursement.*