



## TRAVEL AUTHORIZATION FORM

This form is to be used to obtain pre-approval for your travel plans. Please attach the completed form to your travel request no later than the below guidelines:

- For in-state travel: No less than 2 weeks prior to your trip**
- For out-of-state travel: No less than 3 weeks prior to your trip**
- For international travel: No less than 6 weeks prior to your trip**

### TRIP INFORMATION

Request Date:

Traveler's Name:

PID (no dashes):

Travel Destination:

Departure Date:

Return Date:

Estimated Total Cost:

Purpose of Trip (include presentations to be made and relation to your studies)

### FINANCIAL INFORMATION

**To be completed by PI**

Who benefits the most from this travel, the student or the university? Please see <https://gradschool.unc.edu/pdf/TravelPaymentPolicy20210830.pdf> for more guidance.

Primary Beneficiary:      University                  Student

**FUNDING SOURCE (Project ID, Program, Cost Center: please be specific)** I approve this travel

**To be completed by Student**

If the beneficiary above says "Student" will you require an increase to your Cost of Attendance (CoA)? If you are not receiving any other financial aid, you should choose "no." For further advice on this topic, please consult <https://studentaid.unc.edu/graduate/what-aid-is-available/department-funding/> or email OSA at [aidinfo@unc.edu](mailto:aidinfo@unc.edu)

By signing, I certify that the trip information is correct to the best of my knowledge, and that I have selected my option for Cost of Attendance.