Gillings School of Global Public Health

Department of Environmental Sciences and Engineering

TRAVEL AUTHORIZATION FORM

Use this form to obtain approval for travel expenses you want ESE to pay for. 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 (You must also get Gillings approval.)

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/facultystaff/funding/gradstar/travelawards.html for more guidance.

Primary Beneficiary: ◯ University ◯ Student

I approve this travel

FUNDING SOURCE (Project ID, Program, Cost Center: please be specific)

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 OSSA at aidinfo@unc.edu

Please select:

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.