

NEUROSCIENCE

TRAVEL NOTIFICATION (No Request for Advance)

All business travel must be authorized and documented **prior** to the start of the trip. This is true whether or not you will be reimbursed for expenses from University of Arizona accounts. Complete this worksheet and submit it by print or email to the administrative office. A UA Travel Authorization form will be generated and given to your PI or the Department Head (for faculty) for signature. You may also use this form to report non-business absences to the department's administrative office.

TRIP DETAILS

Traveler's Name:	_____	Employee ID #:	_____
Purpose of Trip:	_____		
Destination:	_____		
Departure Date from Tucson:	_____	Departure Time:	_____
Return Date to Tucson	_____	Return Time:	_____
Conference Dates:	_____	Personal Dates:	_____

I am not requesting a travel advance for this trip. (To request a travel advance, complete the long-form Travel Worksheet.)

I will be requesting reimbursement of travel expenses.

I will NOT be requesting reimbursement of travel expenses.