

Roger Williams University and School of Law

UNIVERSITY PREAUTHORIZATION FORM FOR TRAVEL:
ADMINISTRATORS, FACULTY AND STAFF

This form is to be used for all overnight travel except: a) Faculty Professional Development, b) Provost fund for teaching and scholarship. c) Faculty sponsored student research and d) Program Athletics Team and Admissions Recruiters. This form may be reproduced via e-mail exchange to expedite approval.

Employee Instructions: A request for official travel and hotel accommodations to attend a conference, workshop, lecture or other such event in the performance of University duties must be pre-approved by the employee's immediate supervisor. The request must then be routed for approval to the appropriate Director or Department Head/Dean A Senior Vice President /Vice President for the unit to the actual travel.

Purpose of Travel _____

Dates of Travel _____

Location of Travel _____

Event _____ (attach event detail/announcement)

Employees Traveling: Traveler 1 _____

Traveler 2 _____ Traveler 3 _____

Traveler 4 _____ Traveler 5 _____

Is any portion of this trip to be paid directly to you or RWU by the event sponsor Yes No