



International/Prior Travel approval

Name & Title of Requestor: _____

Destination: _____

Dates of travel: _____

Conference Title: _____

Business Purpose (NOTE: The business purpose must state why travel is necessary & how it benefits UNM and the sponsored project.

The requestor has consistently fulfilled their obligation to the University and department. Therefore, is authorized to travel to honor their commitment to research, contingent on funds available in their respectable index. All aspects of this travel must comply with UNM policy and applicable official sponsored research agreement.

Department of Computer Science, Chair

Date

- Attach this completed, dated & approved Travel Authorization form to the Travel Reimbursement Form
- The traveler should retain a copy of this signed form and make it available upon request from Internal Audit