

## University at Buffalo (UB) Travel Pre-Approval Form

For those circumstances in which overnight business travel is required, the traveler/department must obtain pre-approval before making any travel arrangements. Travelers should follow guidance from their Unit Business Officer (UBO) to obtain the required supervisor signature. Once your travel is pre-approved, and after your trip has occurred, you must attach a copy of the completed signed travel pre-approval form to your expense report for reimbursement. This is required for all funding sources (State, Research Foundation and UB Foundation)

**Traveler Type** (select one):

### Traveler Information

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**Traveler Last Name:**

**Traveler First Name:**

**What is the UB business reason for traveling?**

**Travel Destination** (*city, state, country*):

**Departure Date** (*mm/dd/yyyy*):

**Returning Date** (*mm/dd/yyyy*):

### Department Contact Information

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**Contact Last Name:**

**Contact First Name:**

**Phone Number** (*xxx-xxx-xxxx*):

**Email** (*@buffalo.edu*):

**VP / Decanal Unit:**

**Department:**

### Funding Information

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**Estimated Expense Amount** (*United States dollars \$*):

**Funding Source** (select one):

**Account Number:**

### Travel Request Approval

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- **Approve or Deny Travel Request** (select one):

**Required Signature**

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Supervisor

Date

Reimbursement will not be processed unless this form is approved prior to making travel arrangements.