



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 Chair, Mechanical Engineering

Date

Dean's signature: _____

- 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