



Travel – Approval

*All travel costs covered under a contract or grant are to be approved by the principal investigator (PI). If a PI is traveling on their award, the PI's supervisor must approve the reimbursement. This is an internal control measure and ensures that a secondary approval process is in place so that the PI is not approving their own reimbursement. If the PI's travel is routine and reoccurring, as might be the case for fieldwork to a particular location in accordance with the grant or contract scope of work, a memo from the PI's supervisor will suffice as a "blanket approval", but will only be allowed for that grant, and that budget period. The travel reimbursement will be returned by the accounting core offices if the appropriate signature is not collected on this form. Please note that approval is also required for all international travel.

Traveler: _____

Travel Dates: _____

Location: Domestic Travel (City & State) - _____

International Travel (City & Country) - _____

Purpose of Travel (include name of meeting/conference and how it benefits the grant or UNM):

Estimated Cost: _____

Additional Information: _____

Requestor Signature: _____

Date: _____

*Approval (Select one): Dept. Chair P.I. Print Name: _____

Signature: _____

Date: _____