

CBIS Travel Pre-Approval Form

Please complete the fields below and submit with travel expense report in CONCUR. Reimbursement will be delayed and may be denied without proper pre-approval.

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|---|---------------------|
| Name: RIN: | Dates of travel: |
| Destination: | |
| Event Title: | |
| Description and business purpose of the conference, visit or collaboration: | |
| Fund(s): | |
| Traveler signature: | Printed name & date |
| Supervisor signature: | Printed name & date |
| Funding authorized signature: | Printed name & date |