

## 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.

Name:	Dates of travel:
RIN:	
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