

**UMass Boston**  
**Pre-Authorization Form for Domestic and International Travel**  
**(CON-03)**

All university-affiliated and/or -sponsored travel, both domestic and international, requires pre-travel authorization.

Travel must be registered in the Travel Registry 21 days prior to departure. Travel to high risk international destinations must be registered 30 days prior to departure.

<b>TRAVEL INFORMATION</b>		
Name of person(s) traveling: _____		
Destination:	Start Date:	End Date:
Business Purpose: _____		
Role/s; <input type="checkbox"/> Attendee <input type="checkbox"/> Presenter <input type="checkbox"/> Discussant/Facilitator <input type="checkbox"/> Session Chair <input type="checkbox"/> Other Scholarship Role (Check Off Box/es)		
Itemized Costs (estimate if necessary):		
Airfare - \$ _____		
Hotel/Lodging - \$ _____		
Registration – Conference/Training - \$ _____		
Membership Dues/Fees - \$ _____		
Business Meeting - \$ _____		
Meals per Diem - \$ _____		
Auto Rental - \$ _____		
Mileage - \$ _____		
Parking/Tolls - \$ _____		
Other Job-Related Expenses - \$ _____		
<b>TOTAL: \$ _____</b>		
Funding Source: <input type="checkbox"/> FSU <input type="checkbox"/> RES <input type="checkbox"/> GRANT <input type="checkbox"/> PMYR <input type="checkbox"/> GOF (Check Off Box/es) <input type="checkbox"/> START-UP <input type="checkbox"/> ENDOWMENT                      Other Source		
Notes: _____		
Signature of Traveler: _____		Date: _____
Traveler Name (PRINT): _____		
<b>PRE-APPROVALS:</b>		
Supervisor and/or		
Department Chair: _____	Signature: _____	Date: _____
(PRINT NAME)		
Account Signatory: _____	Signature: _____	Date: _____
(PRINT NAME)		

For travel that is (1) overnight and out-of-state domestic or (2) international:  
 Fully signed and completed form must be uploaded with the traveler's registration in the Travel Registry.