

1. \_\_\_\_\_  
Name Title Department

Is approved to take the following business trip

On 2. \_\_\_\_\_

To 3. \_\_\_\_\_

For the purpose of 4. \_\_\_\_\_

5. Dean, Director, Dept. head approval (or PI): I certify that this trip is necessary and that required funds are available for expenditure.

\_\_\_\_\_  
Signature Printed Name: Date:

6. Prepared by:

\_\_\_\_\_  
Signature Printed Name: Date:

\_\_\_\_\_  
Department Phone #

7. OPAA approval (pre-approval required for international trips on grant funds.)

\_\_\_\_\_  
OPAA Accountants Signature Index Account Code Activity Code

**INSTRUCTIONS**

(See OSU Travel Handbook for complete OSU Travel Authorization form instructions)

1. Name of employee as it appears in Banner.
2. Show dates of arrival and departure from official station.
3. Give destination of proposed trip.
4. What is the purpose of the trip.
5. Approval signature certifying that the trip is necessary and funds are available to cover the resulting expenses. The person who is traveling may not sign their own authorization form.
6. Include name, phone number, and department of person processing form. This is needed in case more information is required and for proper return of the approved form.
7. Specify the index, account code, and activity code. Office of Post Award Administration (OPAA) pre-approval is required for all international travel on grant funds.

**ROUTING INSTRUCTIONS:** Send completed Department approved original form to: OPAA, 306 Kerr Administration