Research Foundation of SUNY  
STATE UNIVERSITY COLLEGE AT CORTLAND

Travel Authorization Request  
(Submit Prior to Travel)

Traveler’s Name: ____________________________________________  Date: ____________________

Traveler’s Department: ________________________________________  Bus. Telephone: _________

Date/Time Departure: __________________________  Date/Time Return: __________________________

From (Location): ____________________________________________________________________________

To (Destination): ____________________________________________________________________________

Transportation:
_______ In-State  
_______ Out-of-State (Incl. Canada)  
_______ Out-of-Country

Purpose of Travel: ____________________________________________________________________________

Transportation:
_______ Personal Car  
_______ State Car  (Apply separately to the Transportation Center Office.)  
_______ Plane  
_______ Bus  
_______ Train

Lodging:
_______ Hotel/Motel  
_______ Rooming House/Tourist Home/YMCA/YWCA  
_______ Dormitory  Travel Advance/Tax Exempt  
forms available from the RF Fiscal Office.

Traveler’s Signature: ____________________________________________________________

Approved with the Following Limitations: ____________________________________________________
(If Applicable)

(If Applicable)
Funding Limited to: Project  Task  Award:*  
__________________________________________  ____________  _______  _________
__________________________________________  ____________  _______  _________

*Must be indicated for voucher processing if funding is approved.

Project Director’s Signature: __________________________________________________________

Next Level Supervisor (if applicable): ______________________________________________________

Appropriate Vice President’s Signature (if applicable): ________________________________________

Approval signatures certify that the travel is valid and represents official University Business.

Distribution: Submit completed form to RF Fiscal Office, 335 Miller Building  
Business Office  
Revised Aug2003