



## Travel and Expense Authorized/Ad Hoc Approval Signature Form

\*Disclaimer- For Approval Signature Only

<b>Traveler</b>		
<b>Department</b>		
<b>Expense Report ID</b>		
<b>Dates</b>	<b>From</b>	<b>To</b>
<b>Description of Trip</b>		

The signature is for the Traveler's manager/supervisor or departmental authorized signature.

<b>Authorized Signature</b>	<b>Date</b>

**Ad Hoc Approvals:**

<b>Department</b>	<b>Departmental Approval</b>

<b>Department</b>	<b>Departmental Approval</b>

<b>Department</b>	<b>Departmental Approval</b>