

**\*\*REQUEST MUST HAVE FINAL APPROVAL AT LEAST 10 WORKING DAYS IN ADVANCE OF EVENT\*\***

**MARS HILL UNIVERSITY Travel Authorization & Advance Request**

<b>Date Submitted</b>	Feb. 5, 2019
<b>Traveler Name</b>	Elizabeth Whiting Pierce
<b>E-mail</b>	epierce@mhu.edu
<b>Phone</b>	#1160
<b>Department</b>	Center for Ethics
<b>Destination</b>	Raleigh, NC
<b>Departure Date</b>	Feb. 8, 2019
<b>Return Date</b>	Feb. 9, 2019
<b>Purpose of Travel</b>	NCICU Ethics Bowl
<b>Budget Code</b>	20-1-494010-56000
<b>Total Advance Requested</b>	\$0.00

**IMPORTANT NOTICE**

By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.

All persons traveling on behalf of MHU and those who approve Travel Authorization forms are responsible for knowledge of MHU's travel policies and procedures.

<b>Traveler Signature</b>	<i>Elizabeth Whiting Pierce</i>	<b>Date Signed</b>	Feb. 5, 2019
<b>Review:</b>		<b>Circle One</b>	
<b>Supervisor</b>	<i>Phillip Forrest</i>	<input checked="" type="radio"/> <b>Approved</b>	<i>2.5.19</i>
<b>Applicable VP (President if over \$500)</b>	<i>J. Bond</i>	<input type="radio"/> <b>Approved</b>	<i>2-7-19</i>

**Anticipated Expenses**

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare				
Ground Transportation				
Conference/Registration Fees				
Lodging				
Meals and Tips	\$300		6 persons	\$300.00
Miscellaneous	\$120		gas	\$120.00
<b>Grand Total</b>				\$420.00

Reimbursable travel expenses with proper documentation must be submitted on the Travel / Expense Report within 10 days of the end of the trip

**APPROVED REQUEST IS TO BE ATTACHED TO FORM REQUESTING FUNDS FOR TRAVEL (CASH ADVANCE, CHECK REQUEST) AND TO FOLLOW-UP EXPENSE REPORT**