



Santa Clara University Business Travel Authorization Form

Travel Agency Information:

Travel Advisors of Los Gatos: _____ Travel with Me: _____

Travel Agent Name/ Contact Info: _____

Employee Information:

Employee Name: _____ Email: _____

Department: _____ Ext: _____

Business Travel Information:

Travel Destination: _____

Departure Date: _____ Return Date: _____

Total Cost: _____

Business Purpose: _____

Manager Approval and Billing:

ACCOUNT	FUND	DEPT	PROGRAM	ACTIVITY	CLASS	PROJECT/GRANT
				(If applicable)		

Accounting Distribution: _____

SCU Manager Approval

Printed Name and phone Extension

Business Travel Authorization Form Instructions:

- A. Travel Agency used to book airline flight (or rail) transportation fills in the first three sections;
1. Travel Agency Information- agency used and agent contact information
 2. SCU Employee information- Name, Department, contact information
 3. Business Travel Information- destination, travel dates, business purpose and Total Cost
- B: Employee receives via email or fax from Travel Agency
1. Provides accounting distribution to charge travel
 2. Gets manager signature
 3. Forwards completed form to Suzanne Gaumont, UFO