

REQUEST FOR REIMBURSABLE SPOUSAL TRAVEL

FACULTY AND STAFF WHOSE SPOUSES ARE ASKED TO TRAVEL ON UNIVERSITY BUSINESS, AT UNIVERSITY EXPENSE, SHOULD HAVE THIS FORM COMPLETED AND APPROVED PRIOR TO TRAVEL. THE FORM SERVES TO DOCUMENT THE BUSINESS PURPOSE OF THE TRIP IN ACCORDANCE WITH UNIVERSITY AND INTERNAL REVENUE SERVICE.

Name/Title (Please Print) Spouse's Name

Department Campus Telephone Number

Travel Dates/Location(s) University Account Number

Business Purpose of Spouse's Attendance:

Employee Signature Date

Required Approval Signature Approval Name (Please Print) Date

**If Faculty/Staff- Provost or appropriate Vice President; If Provost, Vice President or direct unit report
Presidential- President*

