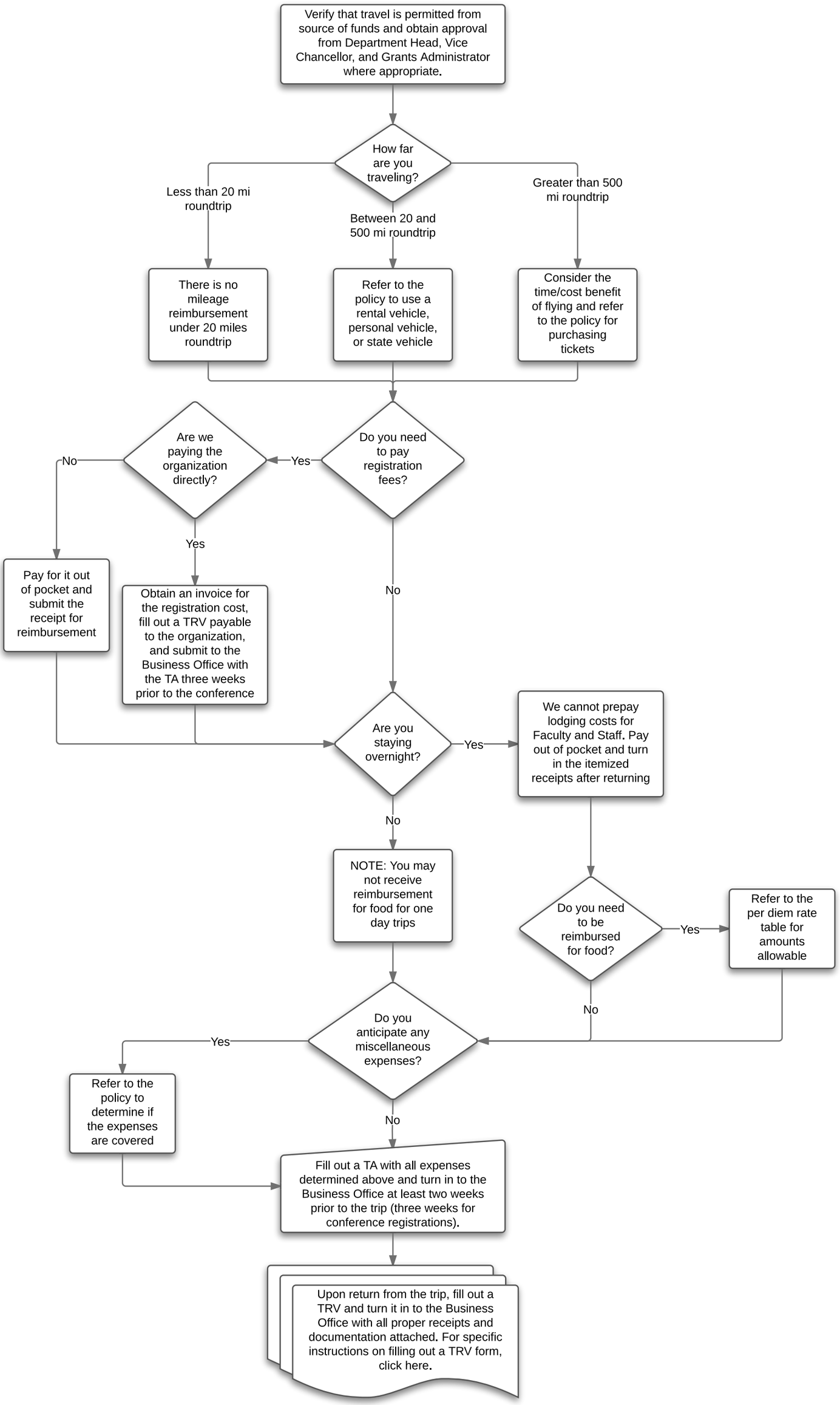
General Travel

A Travel Authorization must be turned in to the Business Office at least two weeks prior to any trip. TAs requiring pre-payment of conference registration should be filed three weeks in advance. Please refer to the guide below in determining payment options and reimbursable costs to include on a Travel Authorization. For specific instructions on how to fill out the form, click here.