



Travel and Expense Authorized/Ad Hoc Approval Signature Form

*Disclaimer- For Approval Signature Only

Traveler		
Department		
Expense Report ID		
Dates	From	To
Description of Trip		

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

Authorized Signature	Date

Ad Hoc Approvals:

Department	Departmental Approval

Department	Departmental Approval

Department	Departmental Approval