

MASSACHUSETTS COLLEGE OF ART AUTHORIZATION FOR TRAVEL

If travel is for more than one day or if the travel expense is for more than \$100,
this form must be approved and on file in the Business Office before the dates of travel.

Part I Travel Information

Name: _____

Department: _____

Conference/Event & Location: _____

Dates of Travel: _____ To _____ (Inclusive)

Part II Funding Information

Total Estimated Travel Expense (include registration costs): \$ _____

Source of Funds: _____

Part III Required Signatures

1. Traveler _____

2. Department Supervisor/Chair _____

3. Appropriate Vice President _____