

Travel Authorization Request

Traveler Name:

Traveler Title:

Business Purpose of Travel (brief description):

City, State Departing from: _____

Date: _____

City, State Returning from: _____

Date: _____

Funding Source: _____

Please confirm the following:

_____ I have taken the [Community of Care Training](#).

_____ I have reviewed the [ASU COVID-19 Guidance](#).

_____ I have reviewed the [Travel Health Notices](#).

_____ I have reviewed the [Considerations for Travelers](#).

Safety protocols/precautions to be followed:

I acknowledge that all travel must be booked in Concur after approvals are given and request has been submitted in Concur (includes airfare and hotel) Initial: _____

If not the case, I will request an exception (could be AirBNB or hotels with special rates that must be booked outside of Concur booking tool). Explain request if applicable:

Submit completed form to Becky Tsang (becky.tsang@asu.edu) for approval routing. Do not submit request in MyASU Trip until you have received approval.