

University of Alaska Southeast Juneau  
JUSTIFICATION TO WARRANT PURCHASE  
OF TRAVEL TICKET(S)

To:

Name of Traveler: \_\_\_\_\_

TA Number: \_\_\_\_\_

Destination: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

Justification for less than 14/ 21 day advance purchase of travel ticket for the above traveler:

Business travel was assigned \_\_\_\_\_ allowing only \_\_\_\_\_ days to request travel and therefore I was not able to submit a TA 14/21 days in advance.

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_