



University of Alaska Southeast

JUSTIFICATION TO WARRANT PURCHASE OF TRAVEL TICKET(S)

Name of Traveler: _____

Purpose: _____

Destination: _____

Travel Dates: _____

Justification for Less than 21 days advance purchase of travel ticket from the above traveler:

Business travel was assigned _____ allowing only _____ days to request travel and therefore I was not able to submit a travel request 21 days in advance.

Other:

Traveler's Signature: _____ Date: _____

Approval: _____ Date: _____