## UNAUTHORIZED TRAVEL UNIVERSITY OF ALASKA SOUTHEAST Travel Department

TO:	Jon Lasinski	Action: Approved:	Date
Direc	tor of Business Services	Disapproved:	Date
FROM	A: Signature	Date	Employee responsible
THRU	J: Signature	Date	Sitka Campus Director
SUBJECT: Request to approve unauthorized travel.			
TRAVELER:			AMOUNT:
Explain why the University became financially obligated to the above traveler without			

appropriate travel authorization:

## **INSTRUCTIONS:**

- 1 Form to be filled out by employee that made the unauthorized travel.
- 2 Original receipts must be attached.
- 3 Travel Expense Report with appropriate approvals must be attached.
- 4 Forward packet to Business Office.