

Vanderbilt Department of Economics Pre-travel Form

(Please complete for travel for which you will eventually be reimbursed.)

Description of travel information required	Please complete all fields
Date of Request	
Traveler's Name	
Trip to / Location	
Departure date	
Return date	
Department / program	
Center(s) to be charged:	
Center number	
Center number	
Center number	
Estimated cost	
Business purpose and justification	
If using funds outside your department for travel-related expenses have the appropriate approvals been obtained for the expenditure?	

Please complete and return completed form to Kenneth Brown or Whitney Monday.

Refer to the Vanderbilt University Travel Policy for rules and policies regarding business travel:
<https://www4.vanderbilt.edu/travel/files/vutravelpolicyJuly302013.pdf>

June 10, 2016