



PRE-TRAVEL FORM

For Out-of-State Travel

* Must receive approval from PSS Office at least 2 weeks prior to trip. *

Traveler Name _____
Procard Holder _____
Account Number(s), SIO _____

Title of Event _____
Dates of Event _____
Departure Date _____ **Return Date** _____
Event Location _____
Business Purpose _____
Does this trip involve personal travel? Yes/No _____ **If so, provide dates & explain:**

Please be aware: While traveling, a Procard cannot be used for some expenses, i.e., individual meals, certain upgrades, and personal charges. Review policy [here](#).

Mode of Travel _____
If travel by car, is the trip over 500 miles, each way? _____
***If so, complete an [air vs auto form](#) & [obtain a cost comparison](#) in Concur.**

For your Travel Expense Report in Concur, be sure to include a copy of this form along with documentation of the event (agenda, itinerary, email).

International Travel Only

Have you registered this trip with the [UK International Health, Safety and Security Office](#)? _____
Expenses to be Paid by 3rd Party _____
Required to disclose in annual [Conflict of Interest](#) form through myUK.

Procard Holder Signature _____ **PSS Office** _____