University of Oklahoma
School of Art & Art History Travel Authorization Request

Traveler’s Name:__________________________________________________________

Traveler’s SSN:___________________________________________________________

U.S. Citizen:    Y    N  (Circle One)

University Account Number: ______________________________________________

Travel Authorization Number (will be provided by SOA office):___________________

The information below must be completed before a Travel Authorization Number can be issued.

Approved Travel Agencies:

- Journey House       366-8037
- Bentley Hedges Travel     364-7400
- University American Travel       321-9629

<table>
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<tr>
<th>Destination:</th>
<th>Departure Date:</th>
<th>Return Date:</th>
<th>Purpose of Trip:</th>
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Estimated Travel Expenses:

- Air Fare:___________________________________________________________
- Public Transportation:______________________________________________
- Per Diem:__________________________________________________________
- Lodging:___________________________________________________________
- Registration:_______________________________________________________
- Mileage @ .55:_____________________________________________________
- Local Transportation:______________________________________________
- Parking:___________________________________________________________
- Other:____________________________________________________________

Total Estimated Expenses:____________________________________________

Funding Source:

- Director, School of Art $__________________
- Dean, College of Fine Arts $___________________
- Other $___________________

Approved by: ___________________________________________________________________________ Date: ___________________________________________________________________________