



Name: _____			ID# _____				
Department: _____			Date: _____				
Is this a pre-approval?	Yes	No	Did you include?	Risk Assessment (international travel)			
Is this a claim?	Yes	No	Agenda	Payment Method			
Will an advance be requested	Yes	No	Travel Authorization	Receipts			
Are any personal benefits incidental?	Yes	No	PD Account Balance				
Description of Professional Enhancement							
Resource Materials, Equipment, Registration Fees or Professional Fees (please list individually)					Amount		
Total							
Travel Details (Refer to Travel Policy on NWP Assistant)							
Departure Date: _____			Departure Time: _____				
Return Date: _____			Return Time: _____				
Meal Per Diems				Accommodation			
Meals	Quantity	Price	Total	Description	Quantity	Price	Total
Breakfast				Private			
Lunch				Hotel			
Supper				Sundry			
Total				Total			
Other Travel Expenses				Personal Vehicle			
Description	Receipt #1	Receipt #2	Total	Starting Destination _____			
				Ending Destination _____			
				<div style="text-align: right;">Kilometers Driven _____</div> <div style="text-align: right;">Rate _____</div> <div style="text-align: right;">Total _____</div>			
Total							
Committee Notes				Total of Expenses _____			
				Less Travel Advance _____			
				Total _____			
IPE Committee (Print) _____			Account # _____				
IPE Committee (Sign) _____			Member Signature _____				

Pre-approval for Travel must be done using the Travel Authorization System on Matador. Pre-approval for other expenses is not required but is recommended if you are unsure of whether a purchase is appropriate. Pre-approval is not a guarantee of final approval or payment.