



# ASA Individualized Professional Enhancement Pre-authorization/Claim Form

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

*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.*