

IMS Travel Authorization Form

Name: _____ Title _____ Employee ID _____

Status _____ Justification for Travel _____

Full Conference Title or Business Purpose _____

Presentation Title (if applicable) _____

Travel Start Date

Travel End Date

Is any part of this trip personal travel?

Yes

No

Personal Travel Start Date

Personal Travel End Date

Travel Destination

Foreign Travel? If yes, you must complete the [Online Travel Webform](#)

Yes

No

Expenses to be Charged

Registration

Airfare

Mileage/Tolls

Lodging/Meals

Rental Car

Parking (Non-Bradley)

Other

If you require a **Bradley parking permit**, you must complete the [Online Travel WebForm](#)

Total Estimated Expenses

List All Account Number(s) to be Charged

Are You Requesting a **Travel Advance**? If yes, you must complete the [Online Travel WebForm](#)

Yes

No

For Office Use Only:

Approval

Approved by:

Approval Date

Approved

Disapproved