

# 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

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For Office Use Only:

Approval

Approved by:

Approval Date

Approved

Disapproved