

# College of Fine Arts Travel Pre-Authorization Form – Ball State University

\*due to CFA travel coordinator a minimum of 21 days prior to start date of travel

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FIRST NAME

LAST NAME

Tenure Line

Professional Staff

Full-time Non-Tenure Line

Staff

Adjunct (Part-time)

Ensemble/Group

Graduate Student

Undergraduate Student

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Destination

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Purpose of Travel

Itinerary (locations, dates, and times required for each travel leg):

Departure City/State:

Date:

Time:

Arrival City/State:

Date:

Time:

How is this funded? *(Please provide and/or attach any funding documents)*

Unit Allocation

Grant

Recruitment Funds

Foundation Account

Designated Account

Other

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FOAP Number or Account Name

Please list passenger's names (or attach a separate sheet) if traveling with others

