

University at Buffalo (UB) Travel Pre-Approval Form

The university strongly recommends that all UB faculty, staff, students and non-employees (guests) avoid traveling to regions impacted by COVID-19. If a faculty, staff, student or non-employee (guest) travels for essential university business, they must adhere to [NYS COVID-19 Travel Advisory guidelines](#). For those circumstances in which overnight business travel is required, the traveler/department must obtain pre-approval before making any travel arrangements. Travelers should follow guidance from their Unit Business Officer (UBO) to obtain required approvals, including the Deans approval for Academic units and Vice Presidential approval for Academic support units. Once your travel is pre-approved, and after your trip has occurred, you must attach a copy of the completed signed travel pre-approval form to your expense report for reimbursement. This is required for all funding sources (State, Research Foundation and UB Foundation.)

Traveler Type (select one):

Traveler Information

Traveler Last Name:

Traveler First Name:

What is the UB business reason for traveling?

Travel Destination (*city, state, country*):

Departure Date (*mm/dd/yyyy*):

Returning Date (*mm/dd/yyyy*):

Department Contact Information

Contact Last Name:

Contact First Name:

Phone Number (*xxx-xxx-xxxx*):

Email (*@buffalo.edu*):

VP / Decanal Unit:

Department:

Funding Information

Estimated Expense Amount (*United States dollars \$*):

Funding Source (select one):

Account Number:

COVID-19 New York State (NYS) Travel Advisory and UB Travel Guidelines

- **Review the NYS COVID-19 Travel Advisory:**
coronavirus.health.ny.gov/covid-19-travel-advisory
- **Review UB Travel Guidelines for COVID-19:**
buffalo.edu/coronavirus/faqs.host.html/content/shared/faqs/uc/travel-and-study-abroad/27.detail

I acknowledge the COVID-19 NYS Travel Advisory and UB Travel Guidelines (select one):

I have reviewed the COVID-19 NYS travel advisory and agree to abide by UB travel guidelines.

Obtain all required (electronic) signatures for approval of the travel request.

Travel Request Approval

- **Approve or Deny Travel Request** (select one):

Required Signatures

Supervisor

Date

Dean or Vice President

Date

Reimbursement will not be processed unless this form is approved prior to making travel arrangements.