



**SECTION III**

**APPROVAL**

This section must be completed prior to travel for all travelers when requesting an advance or if required by their department's policy.

\_\_\_\_\_  
Traveler's Signature                      Date

\_\_\_\_\_  
Authorized Account Signer Approval                      Date

\_\_\_\_\_  
ASI Approval                      Date

\_\_\_\_\_  
Director/Dean/Dept. Head/Supervisor Approval                      Date

\_\_\_\_\_  
Foundation Approval                      Date