



ECE Travel and Expense Approval Form

Completed by Student/Requestor

Date of request:

Student First and Last Name:

Student Email Address

Do you have access to Expense Management App?

Your Degree Program

Yes

BS

No

MS

Other

PhD

Faculty Adviser Name (PI)

Purpose of reimbursement (the business reason for submitting reimbursement what, when, where, why)

Estimated cost:

Estimated date of purchase or date of conference:

Justification (list of expenses/amounts and/or provide URL to conference agenda/program):



Completed by Faculty Advisor (PI)

Faculty Advisor/PI Name:

Approval Date

Faculty/PI Approval

Approved

Rejected

Other

Project Number:

Expenditure Organization:

Task number:

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Comments:

Faculty/PI Signature