

1250 Siskiyou Blvd, Ashland, Oregon 97520  
T 541-552-6700 | F 541-552-6138

## Travel Pre-Approval Form

(Submit completed form to [servicecenter@sou.edu](mailto:servicecenter@sou.edu) prior to first day of travel)

### Submitted by:

Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_

Trip Destination: \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

SOU Representative(s) Present on Trip: \_\_\_\_\_

Approx. # of Trip Participants: \_\_\_\_\_

Participant Names: \_\_\_\_\_

See Attached List

**Describe Method of Travel:** \_\_\_\_\_ SOU Van \_\_\_\_\_ Private Vehicle \_\_\_\_\_ Commercial Transportation

See Attached Details

\_\_\_\_\_ Other (Describe) \_\_\_\_\_

Funding Source (e.g. Index Code, Student Fees, etc.): \_\_\_\_\_

See Attached Details

Approximate Cost of Trip: \$ \_\_\_\_\_

\_\_\_\_\_  
Director (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Counsel (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: Per SOU's resumption of activities plan, all travel must first be approved at the Vice President level.  
If travel is across county/state lines, the University General Counsel must also be consulted.

See <https://sou.edu/campus/wp-content/uploads/sites/16/2020/06/SOU-Resumption-of-Activities-for-Fall-2020-Live-Webinar.pdf> (pg.18).

These requirements are subject to change.

Revised: 09/01/20