CEAS & VP Economic Development

TRAVEL PRE-APPROVAL FORM

Date of Travel: ____________________________
Name of Traveler: ____________________________
Department: ____________________________ Materials Science & Engineering

Approximate Amount of Expenditure: ____________________________

Destination: __________________________________________
__________________________________________

Purpose of Travel: __________________________________________
__________________________________________

Account Travel to be Paid From: ____________________________

(Please list department & type of account: (i.e., state account number, research account number, Stony Brook Foundation account number)

Approved: _____________

Denied: _____________

_____________________________  ________________________
Department Chair                  Date:

__________________________________  ________________________
Yacov Shamash                      Date: