

SDC Spend Authorization Request

Traveler: _____ Contact # while traveling: _____

Business Purpose of the Trip:

Destination(s): _____ **Dates of Travel:** _____

Program /Grant /Gift: _____ (Consult your program head or supervisor)

Proposed Budget*: Please be as precise as possible. Per diem rates can be found [here](#).

Expense Type	Daily Cost	Total	Notes
Hotel (EXAMPLE)	\$189.38 (Ex)	\$568.14 (Ex)	3 Nights at conference hotel (Ex)

*Please attach a separate sheet if you need more space than provided.

Do you need flights? If so, what are your preferred itineraries?

Do you need a rental car/motor pool vehicle?

What hotel/accommodations will you be using? Please provide a link to the hotel's website. _____

Are you traveling to a conference? Please provide the conference link.

*****NOTE***: You will still need to approve your Spend Authorizations and Expense Reports in Workday.**