



UNIVERSITY OF ARKANSAS®

Past Travel Justification

By completing this form, I, _____, acknowledge that I have not completed the required procedures for my pre-travel and spend approval. I understand that this does not excuse me from violating the Travel Policy but allows me to acknowledge my mistake in completing the procedure.

Payee: _____ **Worktag:** _____

Dates of Travel Event: _____

Reason for Travel: _____

Justification for Lack of Spend Authorization for Travel Event & Travel's Benefit to the University and/or Department:

Payee: _____

Date: _____

Manager: _____

Date: _____

Cost Center Manager / Budget Officer: _____

Date: _____

Director / Dept. Chair: _____

Date: _____

Export Control: _____

Date: _____

Study Abroad: _____

Date: _____

Grant/Gift Manager / Principal Investigator: _____

Date: _____

If all applicable signatures are not present when the Travel Office reviews the Expense Report, we have the right to deny your request for reconciliation and/or invoice Travel Card transaction related to this travel event.