



# Travel Pre-Approval Form

## GENERAL INFORMATION

Traveler's Name:	Telephone No.:
Date of Departure:	Destination City:
Program Code*:	Date of Return:

## TOTAL ESTIMATED COST OF TRIP

Transportation:	\$	Registration Costs:	\$
Meals:	\$	Lodging:	\$
Other Expenses:	\$	Total Estimated Costs:	\$

Activity - (Attach conference/meeting brochure or provide the conference/meeting web site address):

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Program Focus: \_\_\_\_\_

Objective: \_\_\_\_\_

<u>Crop Improvement</u>	<u>High Value Markets</u>	<u>Renewables</u>	
Offensive	Food & Nutrition	Green Chemicals	ICE Specific
Defensive	International	Co-Products	MPD
ICE Specific	Dairy	Biofuels	
MPD	ICE Specific	Sustainability	
	MPD		

Date: \_\_\_\_\_

Traveler's Signature

## AUTHORIZATION

*I certify that this travel is necessary and that the required funds are available for expenditure.*

Executive Director/ Other Board Designee (if applicable)	Printed Name	Date
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**ATTENTION: USCP requires that everyone have a signed Travel Pre-approval Form on file for all USCP related travel. A completed and signed Travel Pre-approval Form must be submitted to the Executive Director or the Board's Designee before travel arrangements may be made and/or before meeting/conference registration(s) may be completed.**

\*Activity Codes: A (Administrative); CI (Crop Improvement); R (Renewables); HVM (High Value Markets); ICE Shared (Information, Communications, Education);