



### **ASC Postdoc Research & Travel Approval**

*Please use this form for all research and travel expenses. This form should be signed by both the postdoc and their advisor and uploaded to Concur with all applicable receipts being submitted for reimbursement. If you are booking travel through World Travel, please submit the approval to the [ASC Business Office](#) prior to booking the trip. Please note that any expense submitted without an approval form will not be approved and could delay the processing time for reimbursements.*

*Please refer to the [University guidelines and policies](#) for travel and entertainment when booking travel and submitting reimbursements.*

Postdoc Name: \_\_\_\_\_

Postdoc Email: \_\_\_\_\_

Description of Expense: \_\_\_\_\_

Total Amount of Reimbursement (please be sure to check with your lab/center coordinator to be sure you have enough funds available):

\_\_\_\_\_

\_ Account to which the expenses should be applied (26-digit budget code):

\_\_\_\_\_

***By signing below, I certify that the expenditures submitted were incurred by me while on official university business.***

Postdoc Signature: \_\_\_\_\_

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

***By signing below, I approve the expenses submitted by the postdoc and the account to which the expense is charged.***

Advisor Name: \_\_\_\_\_

Advisor Approval Signature: \_\_\_\_\_

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