



The Ohio State University Business Leave Authorization Form

- This is an optional method (for internal use) to document a traveler's business leave authorization.
- The fields below permit hand-written or keyed entry by the user.

TRAVELER INFORMATION

Traveler Name:	
Affiliation:	<input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Student <input type="checkbox"/> Non-University
Employee ID:	
Phone:	
Email:	

BUSINESS PURPOSE

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TRAVEL DATE(S) & LOCATION(S)

Departure Date/Time:		Return Date/Time:	
Departure City/State/Country:			
Destination City/State/Country:	Destination 1		
	Destination 2		

TOTAL ESTIMATED EXPENSES

Total Estimated Expenses:	\$
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ADDITIONAL DETAILS / INSTRUCTIONS

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APPROVAL (optional – this section should be used as deemed necessary by the using department)

Approval Signature:		Date:	
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