

Student Travel Pre-Approval Form

All students require pre-approval from their supervisor before any travel costs are undertaken. Complete and upload this form to the settlement claim in Concur to receive reimbursement. Please direct any questions to codept@uwaterloo.ca.

Destination:

Departure Date:

Return Date:

Please describe the purpose of your trip:

Estimated Total Cost:

Workorder Number:

Please include any other relevant information (personal days, external funding):

I certify that the above information is accurate to the best of my knowledge.

I confirm my intention to register with [Safety Abroad](#), which is mandatory for all students travelling internationally.

Signature of Student: _____ Date:

Signature of Supervisor: _____ Date: