

TRAVEL REQUEST FORM

Name _____ Date _____

Dates of Travel _____

Destination _____

Purpose of Travel _____
(e.g., presentation of paper, gather research data)

If purpose of travel is to attend an academic or professional conference, please list conference name. _____

If purpose of travel is to present a paper, has paper been accepted? _____

Estimated Expenses:

Registration _____

Travel _____

Ground Transportation _____

Hotel _____

of nights

Meals _____

Total _____

Approval:

Amount Approved

Dean

Date

NOTE: A separate form should be used for each trip. Extra forms are available from the Dean's Office.