

# 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.