

# Faculty Travel Request

Must be approved Prior to travel

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Date(s) of Travel \_\_\_\_\_ Destination \_\_\_\_\_

Is the travel international? \_\_\_\_ Yes\* \_\_\_\_ No

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<p>Are you: _____ on the program*</p> <p>And/or _____ an officer of the sponsoring group*</p> <p><b>*NOTE</b> , I \RX DUH RQ WKH SURJUDP RU SDUWLFLSDWLQJ EHIRUH VXSS  EULHI GHVFULSWLRQ RI WKH FRQIHUHQFH DQG \RXU UROH LQ LW  LQIRUPDWLRQ RQ WKH VHVLRQ WKDW \RX DUH SDUWLFLSDWLQJ LQ</p>
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Provisions for the classes that will be missed: \_\_\_\_\_

Estimated total cost of the trip: \_\_\_\_\_

)RU GHWDLOV UHODWLQJ WR WUDYHO UHLPEXUVHPHQW SROLFLH  
SURFHVV VHFWRQ LQ WKH IDFXOW\ GHYHORSPHQW KDQGERRN  
,QFRPSOHWH RU LQFRUUHFV UHLPEXUVHPHQW VXEPLVVLRQV PDV

\_\_\_\_ Check here if you are not requesting University funds (e.g., have already used all faculty travel sponsored by external funding.

\_\_\_\_ Check here if you have additional funds that can be used for travel (e.g., Startup funds, Endowed chair/Professor funds, or others)

Annual Faculty Development allotment expended to date: \_\_\_\_\_

Department Heads Approval \_\_\_\_\_

All travel requests must have signature of department head/supervisor.

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