

Travel Request Form

Date of Request

Graduate Student	Faculty
------------------	---------

Attendee Information

Name

Destination

Travel Dates

Purpose of travel (name of conference nature of participation, presenting, discussant, chairing, etc.)
--

For Graduate Students

Travel	<input type="text"/>
Accommodation	<input type="text"/>
Registration	<input type="text"/>
Other (Specify)	<input type="text"/>
TOTAL	<input type="text"/>

For Faculty

Estimate of Expenses
<i>If total expenses exceed \$5,000 a Travel Authority and Personal Expense report must be submitted in advance of your trip in order to obtain approval of Department Chair and Dean (required by University Policy)</i>

Have you previously received travel support from the Department?

Yes

No

If yes, please indicate amount of support Provided

<input type="text"/>

Other sources of funding applied for

<input type="text"/>

Faculty Advisor Signature

<input type="text"/>

Identify other funding sources applied to (specify amount applied for):

<input type="text"/>

OFFICE USE ONLY

Amount of Travel Support Provided _____

Funding _____

Chair's Signature

Date

<input type="text"/>	<input type="text"/>
----------------------	----------------------