



# TRAVEL REQUEST FORM

## College of Arts & Sciences

Please fill out the form completely and return with chair's approval to the Dean's Office.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

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### INCLUSIVE DATES OF TRAVEL:

From: \_\_\_\_\_ To: \_\_\_\_\_  
*Month/Day/Year* *Month/Day/Year*

Method of Transportation: \_\_\_\_\_  
*If personal auto, mileage is 53.5 cents per mile.*

Transportation Cost: \$ \_\_\_\_\_

Registration Fee: \$ \_\_\_\_\_

Hotel: receipt required  
with travel expense  
statement \$ \_\_\_\_\_

Meals & Entertainment  
per diem: \$ \_\_\_\_\_

*X number of days at conference/75% first and last days of travel*

*please use GSA domestic or foreign per diem rates  
<http://www.gsa.gov>*

Total: \$ \_\_\_\_\_

*•An estimate of expenses must be included on this request. A travel expense statement must be submitted immediately after travel is completed. Travel expenses which have not been pre-approved by the dean will not be refunded.*

**Conference presentation is required for funding.**

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Are you presenting a scholarly paper or exhibit? \_\_\_\_\_

Have you been approved or received a travel advance from the Dean's Office within this fiscal year (August 1 – July 31)? \_\_\_\_\_

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What are your plans for class coverage while you are away? \_\_\_\_\_

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Chair's Authorization: \_\_\_\_\_  
*Signature* *Date*

Dean's Authorization: \_\_\_\_\_  
*Signature* *Date*