

Faculty Travel Request

Must be approved Prior to travel

Send this form to the Associate Dean of Scholarly and Creative Work, Holmes 200

Name _____ Date of Request _____

Purpose of Trip _____

Date(s) of Travel _____ Destination _____

Is the travel international? Yes* No

*If Yes, please consult with International Office regarding resources related to travel insurance and risk management.

Are you:

on the program*
And/or

an officer of the sponsoring group*

***NOTE:** If you are on the program or participating, before supplemental funds can be allocated, a brief description of the conference and your role in it. Including a copy of the information on the session that you are participating in/ or an invitation/acceptance letter (email is fine) is required.

Provisions for the classes that will be missed: _____

Estimated total cost of the trip: _____

For details relating to travel reimbursement policies, rates, or procedures, please review the reimbursement process section in the faculty development handbook, or online under Thorpe Center, Faculty Development. Incomplete or incorrect reimbursement submissions may be returned without review.

Check here if you are not requesting University funds (e.g., have already used all faculty travel or trip is 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.

Do not write below this line

Action by the Associate Dean

Travel Approved _____ Reimbursement up to \$ _____

Signed: _____ Date: _____