

FACULTY TRAVEL REQUEST

(*must be approved prior to travel)

Full Name: _____ Date of Request: _____

Purpose of Trip: _____

Date(s) of Travel: _____ Destination: _____

Is this travel international? _____ Yes* _____ No

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

Are you on the program as a presenter and/or an officer of the sponsoring group?

_____ Yes** _____ No

***If you are on the program or participating, before supplemental funds can be allocated, you must provide a brief description of the conference and your role in it when submitting this form. You can include a copy of the information on the session that you are participating in or an invitation/acceptance letter (email-proof is fine).*

Provisions for any 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](#), as well as the [Business Office's](#) reimbursement policies. Incomplete or incorrect submissions may be returned without review.)

_____ Check here if you are not requesting University funds (e.g., have already used all faculty travel or if the 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, etc.)

Annual Faculty Development allotment expended to-date: _____

Department Head's Approval: _____

(Note: All travel requests must have the signature of the department head/supervisor.)

Do not write below this line

[To be filled out by the Dean of Curricular & Faculty Development]

Approved for up to \$ _____
total for the current academic year

Signature of Approval

Date of Approval

Printed Name