

Travel Request for 2014-2015

1 General Data

Last Name: _____ First Name: _____
Dates of Travel: _____ Departure Time: _____
Check here if undergraduate/graduate student: _____ Return Time: _____

2 Where are you going?

Trip Country*: _____ Trip Preference: _____
City: _____ Destination: _____
State: _____ e.g. University, Hotel Name, etc.

***Please include the FOREIGN TRAVEL LIABILITY form if the trip is OUTSIDE the United States.**

The total on the form MUST be the TOTAL amount that you will be reimbursed from the department (even if the estimated cost exceeds actual amount reimbursed).

3 Additional Information

Activity Type: _____ (Conference is the most common type)
Benefit to University (Reason)*: _____
*e.g. To represent university on behalf of the department ; attend conference on behalf of department
Comments: _____

4 Estimated Trip Costs

Meals	
Airfare	
Hotel	
Transportation	
Registration Fee	
Parking	
Other	
TOTAL	

2012-13 Reimbursement Amounts

Tenure	\$2,000
Tenure Track	\$2,300
Sr. Lecturer	\$2,000
Lecturer	\$2,000

For travel assistant use only

Date Request Created: _____

Date Report Created: _____