

Name of person making request: \_\_\_\_\_

Date request made: \_\_\_\_\_

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

Purpose of trip: \_\_\_\_\_

Justification: \_\_\_\_\_

Organization sponsoring event: \_\_\_\_\_

Meeting is:    \_\_\_ Local       \_\_\_ Regional       \_\_\_ National       \_\_\_ International

Role at meeting/conference: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of departure: \_\_\_\_\_                      Date of return: \_\_\_\_\_

Classes and/or University responsibilities to be covered and by whom: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Estimated expenses:**

- |   |       |
|---|-------|
| 1. Transportation (plane, personal car, etc.) | _____ |
| 2. Lodging                                    | _____ |
| 3. Per diem                                   | _____ |
| 4. Registration Fees                          | _____ |
| 5. Miscellaneous (parking, etc.)              | _____ |
| 6. Total                                      | _____ |

Source of funding:    \_\_\_ Department       \_\_\_ College       \_\_\_ Other

**Account type:**    % State \_\_\_\_\_       % Foundation \_\_\_\_\_

Requestor's signature \_\_\_\_\_ Date \_\_\_\_\_

Approval recommendation:    \_\_\_ Approved       \_\_\_ Disapproved       Amount \$ \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/Director/College Dean \_\_\_\_\_ Date \_\_\_\_\_

Division Vice President \_\_\_\_\_ Date \_\_\_\_\_