

Department Travel Request Form

Policy Statement

All Research Associates, PostDocs, and Grad Student must have approval for all travel PRIOR to travel dates. All airline travel MUST be paid via the department CTA account. See P&A office for details.

APPLICATION

Name of Requester: _____

Date of Request _____ Supervisor _____

Name of Conference/Professional Meeting: _____

Dates of Conference: From _____ To _____

Location: City _____ Country _____

Purpose of attendance:

Attach to this application: (1) Description of Conference/Professional Meeting; (2) estimated costs.

FUNDS REQUESTED

I am requesting \$_____ to travel from _____ (city of departure) to _____ (city and country of destination) and return, and to attend the above named conference/meeting per the attached itinerary.

Requester Signature _____ Date _____

APPROVED BUDGET # _____

DENIED

Signature _____ Date _____

Principal Investigator/Supervisor