COLLEGE OF LIBERAL ARTS AND SCIENCES
TRAVEL REQUEST AND ADVANCE APPROVAL

This form is for funding, not for payment. “Request for Payment” form should be used for all approved payments.

Requester: ___________________________ Department: ___________________________

Title of Event: ___________________________ Date(s) of Event: ______________________

Title of Event: ________________________________________________________________

Location: _____________________________________________________________________

Purpose (potential value to you, the department, and/or the university):

| Registration | $ ____________________ |
| Transportation | ____________________ |
| Lodging | ____________________ |
| Meals | ____________________ |
| TOTAL | $ ____________________ |

Funds available for this request $ ____________________ Date ____________________
Chairperson’s Signature __________________________________ Date ____________________
Comments: __________________________

Funds available for this request $ ____________________ Date ____________________
Dean’s Signature __________________________________ Date ____________________
Account number(s): __________________________________
Comments: __________________________

Funds available for this request $ ____________________ Date ____________________
VPAA’s Signature __________________________________ Date ____________________

Total Funds $ ____________________

I understand that the above financial allocations are acceptable and final
________________________________ Requestor’s Signature Date ____________________

Instructions
• Form is to be completed sequentially in its entirety before travel is undertaken.
• Requestor should send completed form to appropriate dean, if needed.
• Dean will circulate copies where indicated.