

**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 \$ _____
Chairperson's Signature _____ Date _____
Comments:

Funds available for this request \$ _____
Dean's Signature _____ Date _____
Account number(s): _____
Comments:

Funds available for this request \$ _____
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.