School of Arts and Humanities

TRAVEL REQUEST
Revised 6/30/15

Travel Request for: ____________________________________________

Name of traveler

Amount of Request: $______________

Planned Activity:  

___ Attend only  
___ Present a paper  
___ Attend committee meetings  
___ Make a presentation  
___ Be a respondent  
___ Be a panelist  
___ Conduct research  
___ Chair a session  
___ Other: ________________

Destination: __________________________________________________

Dates of Travel: ________________________________________________

Conference Sponsor(s): __________________________________________

Scope of Conference:  

___ International  
___ National  
___ Regional  
___ Statewide  
___ Local

Attach Faculty Absence Request Form

Chair’s priority rating and reason(s):

___ 3 Prime Importance  
___ 2 Secondary Importance, support as resources can be allocated  
___ 1 Supportable, if resources permit  
___ 0 Travel not supportable

Attachments:  

___ Travel Authorization Form  
___ Faculty Absence Request Form (required)  
___ Request for Travel Advance  
___ Copy of Letter of Invitation  
___ Conference Program (or pertinent page(s) from the preliminary version from website)

___________________________________________

Chair’s signature