

**School of Arts and Humanities**

**TRAVEL REQUEST**

Revised 6/30/15

**Travel Request for:** \_\_\_\_\_  
Name of traveler

**Amount of Request:** \$ \_\_\_\_\_

**Planned Activity:**

<input type="checkbox"/> Attend only	<input type="checkbox"/> Recruitment
<input type="checkbox"/> Present a paper	<input type="checkbox"/> Attend committee meetings
<input type="checkbox"/> Make a presentation	<input type="checkbox"/> Be a respondent
<input type="checkbox"/> Be a panelist	<input type="checkbox"/> Conduct research
<input type="checkbox"/> Chair a session	<input type="checkbox"/> 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