



Departmental Travel Request

Please complete form and have either IE's accountant, Andrew Poling, or Grants Coordinator, Julie Garcia (for a Fund 20) provide funds approval. Then submit form to the Department Chair for final approval. Your reimbursement request, along with this form, will be required to be sent to Lisa Link after your travel has occurred.

Name:			
Purpose of Travel:			
Destination:			
Departure Date:		Return Date:	
Teaching load coverage:			

Hotel & Phone Number:		Emergency Contact's Information:	
Cell Phone Number:			

	<u>Total</u>	<u>Charged on P-Card</u>	23 Digit Account Number:
Lodging:			
Airfare:			Funds Available as of _____:
Registration:			
Other:			Funds Approval:
Notes:			

Traveler/PI: _____

Date: _____

IE Accountant/Grants Accountant: _____

Date: _____

Department Chair: _____

Date: _____