

# College of Engineering, Computing and Applied Sciences

## REQUEST TO TRAVEL WITHIN THE US

All faculty and staff should complete this form and obtain approvals prior to any travel. Form should be completed and approved in sufficient time to ensure teaching loads and job duties are addressed.

Name: \_\_\_\_\_ Purpose of Trip: \_\_\_\_\_

Description: \_\_\_\_\_

Account #: \_\_\_\_\_

Leave Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

How will your teaching load and/or job duties be handled:

\_\_\_\_\_

\_\_\_\_\_

### Expense Breakdown

	Reimburse	VISA	Notes:
Lodging	_____	_____	_____
Airfare	_____	_____	_____
Registration	_____	_____	_____
Other	_____	_____	_____

### Contact Information While Away

Hotel \_\_\_\_\_

Hotel phone \_\_\_\_\_

Cell phone \_\_\_\_\_

### Approvals

Signatures Required

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

PI Approval \_\_\_\_\_ Date: \_\_\_\_\_  
*(Required if grant funding is being used)*

**Routing:** Submit completed form to your supervisor for approval.

**NOTE:** Form must be completed and approved prior to making any travel plans (charges on P-card, reimbursements, etc.)