College of Engineering, Computing and Applied Sciences
REQUEST TO TRAVEL WITHIN US

Name: _____   Purpose of Trip: _____

_____

Destination: _____   _____

_____

Account #: _____

Leave Date: _____   Return Date: _____

How will Teaching load be handled while away:

_____

_____

Expense Breakdown

	Total	VISA
Lodging:		
Airfare:		YES NO
Registration:		YES NO
Other:		

NOTES: _____

_____

_____

_____

Contact Information

Hotel _____

Hotel Phone _____

Cell Phone _____

Approvals

Supervisor _____   Date _____

Department Chair _____   Date _____

Routing: Submit completed form to departmental financial staff to file.

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