

# College of Engineering and Science

## 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	NOTES:
Lodging:	_____	_____	_____
Airfare:	_____	YES NO	_____
Registration:	_____	YES NO	_____
Other:	_____	_____	_____

### Contact Information

Hotel \_\_\_\_\_  
Hotel Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

### Approvals

Dean \_\_\_\_\_ Date \_\_\_\_\_

PI Approval \_\_\_\_\_ Date \_\_\_\_\_

**Routing:** Submit completed form to Keri Cortese to file.

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