 Department of Mathematics Travel Request Approval Form

Name: Click here to enter text. Date: Click here to enter a date.

Purpose of trip: Click here to enter text.

Organization sponsoring event: Click here to enter text.

Meeting is: [ ]  Local [ ]  Regional [ ]  National [ ]  International

Role at meeting/conference: Click here to enter text.

If presenting, name of paper or presentation: Click here to enter text.

Location of event: Click here to enter text.

Date of departure: Click here to enter a date. Date of return: Click here to enter a date.

Classes and/or University responsibilities to be covered and by whom:

 Click here to enter text.

Estimated expenses:

|  |  |
| --- | --- |
| Transportation | Click here to enter text. |
| Lodging | Click here to enter text. |
| Meals | Click here to enter text. |
| Registration | Click here to enter text. |
| Miscellaneous | Click here to enter text. |
| Total | Click here to enter text. |

Funding obtained from outside sources (amount and source): Click here to enter text.

Requestor: Date: Click here to enter a date.

Amount approved:

Chair: Date:

Recipients of travel funding must file a travel report detailing their experience and lessons learned. This report should be no more than one typed page of single spaced text. Reports must be filed with the travel reimbursement request within 60 days of the conference date. Please note that reimbursement requests will not be accepted without the summary report.