

REQUEST FOR APPROVAL OF TRAVEL

(Revised June 1993) Prior written approval from the Dean's Office is required for (1) out-of-state travel and travel in-state in excess of 24 hours supported by state funds and (2) travel outside the continental United States (except Alaska and British Columbia) using non-federal funds administered by the University.

Submit original and one copy to Associate Dean. The approved original will be returned for submission to the Travel Office with the purchase requisition; the copy will be retained in the Dean's Office.

Name(s) of traveler _____

Department _____ Mail stop _____

Destination(s) _____

Dates of trip _____

Budget(s) to be charged _____ Estimated cost _____

Purpose _____

Return this form to _____ Mail stop _____ Requisition # _____

For state-funded travel, complete the following three items. Use back of this form if more space is needed.

1. Relationship of trip to employee's work assignment

2. Expected benefits

3. Could an alternative approach have achieved the same benefits? Explain.

Approval: _____
 Department chair/director _____ Date _____

Approval: _____
 Associate Dean, College of Arts and Sciences _____ Date _____