



Travel Request Form

Traveler Name

Trip Type

Travel Start Date

Travel End Date

Destination City

Request/Trip Purpose

Benefit to University

Funding Source

Indicate out-of-pocket and no cost to the university, or grant awarded which will fund

Anticipated expenses during travel (expense types and estimated amounts)

Example: Flight \$650, Lodging \$150, Meal Allowance \$72, etc.

Justification and summary of travel (475-character limit)

****If you will miss any classes, you also need to submit the Leave Request Form****