**Department of Gender, Women’s & Sexuality Studies**

**Travel form**

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| Traveler’s Name: | Today’s date: |

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| Destination City, State, Country: |

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| --- | --- |
| Date of Departure MM/DD/YY: | Date of Return: MM/DD/YY: |
| Time of departure from residence: am/pm  | Time of return to residence: am/pm |

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| Does this trip include any personal travel? Yes/NoIf yes, please list the dates of ***business travel***: |

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| Travel is for the purpose of (must be official business if at UI expense): |
| Link to conference program, festival, screening (required if travel is for the conference): |
| Explain the reasons if there are any customary expenses you will **NOT** be claiming (lodging, meals, ground transportation, etc): |
| Courses missed while on trip: |
| Arrangements for instruction (give name of substitute, position, specific class periods and topics covered): |
| How can you be contacted during your trip (during the academic year, we should be able to contact you within 24 hours): |

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| If trip is UI funded, provide the following information: |
| Amount funded by GWSS:  |
| Funding source (FYS, start-up funds, departmental travel): |

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| Additional funding from source(s) other than GWSS: |
| Funding source (UISG, Grad College, other department): |
| Amount funded: |
| Person to contact from funding source(s): |

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Traveler’s signature Date

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Supervisor (if traveler is a TA) Date

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DEO’s signature Date