



Travel Information/Approval Form

Fill out form fields in Adobe Acrobat, insert digital signatures, save as pdf with your initials & date, email to Alexandra (Ali) Geraets for DEO approval

Name of Traveler

Date of Preparation

Destination City, State (optional for "personal" trip)

Date of Departure MMDDYY

Date of Return MMDDYY

Travel is for the purpose of (must be on official business if at University expense, must be project related if charged to federal award):

Specify source of funds
(not required for "personal" trip)

Courses and other Department
or University obligations
missed while on trip:

Arrangements for Instruction
and other obligations missed:
(For courses give name of
substitute, position, specific class
periods & topics covered)

Explain how you can be contacted:
(for travel during academic term, Dept.
should be able to contact you within 24
hrs, see DEO for special arrangements)

SIGNATURES (Required for out-of-town travel during the academic term or travel paid from a Department account):

Traveler _____
Date

Supervisor : _____
Signature required for TAs, RAs, Post-Docs & Staff Date

Approved: _____
Department Head Date