



## Travel Information/Approval Form

*Fill out form fields in Adobe Acrobat, insert digital signatures, save as pdf with your initials & date, email to Chris Harms 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