ENGLISH DEPARTMENT TRAVEL REQUEST FORM
July 1, 2015-June 30, 2016

Please fill out this form and return it to the English Business Office by September 21, 2015, or before your trip, whichever comes first. Please note that after receiving travel approval you must still turn in a TRAVEL PROCESSING FORM before and a TRAVEL REIMBURSEMENT FORM after each and every trip in order to ensure you will receive reimbursement.

NAME: ________________________________ EMAIL: ________________________________

TRIP #1
Conference title: ____________________________ Conference Dates: ________________
City and State: ____________________________ Are your plans to participate firm or tentative?
Are you making a presentation? ________ Are you chairing a session? ____________
Source of funds requested: TRAVEL RESEARCH OTHER: ___________________
Approval for trip #1 ___________________________________________________________

TRIP #2
Conference title: ____________________________ Conference Dates: ________________
City and State: ____________________________ Are your plans to participate firm or tentative?
Are you making a presentation? ________ Are you chairing a session? ____________
Source of funds requested: TRAVEL RESEARCH OTHER: ___________________
Approval for trip #2 ___________________________________________________________

TRIP #3
Conference title: ____________________________ Conference Dates: ________________
City and State: ____________________________ Are your plans to participate firm or tentative?
Are you making a presentation? ________ Are you chairing a session? ____________
Source of funds requested: TRAVEL RESEARCH OTHER: ___________________
Approval for trip #3 ___________________________________________________________