

TRAVEL APPROVAL FORM

*Please complete **all relevant** portions of this form*

Name: _____ Date Submitted _____

Home Address: _____
(Required for travel reimbursement)

Destination(s): _____ Travel Dates: _____

NATURE OF PROFESSIONAL ACTIVITY

1. **Conference Participation** (*NOTE: Upon return submit a **conference brochure** showing the **agenda**, **conference dates** and any **meals/banquets/hosted events** as part of the conference.*)

Name of conference: _____ Location and dates: _____
(No acronyms!)

- Attending
 Presenting Paper - Title: _____
 Other (specify): _____

2. **Other** (*Provide **business purpose**: start and end date(s), location, names and affiliations of individuals consulted, or places/ monuments, institutions visited, description of activity, and benefit to university. May need to be clarified upon return for reimbursement purposes.*)

TRAVEL INFORMATION

1. **Will you travel while on sabbatical or another type of leave?**

No Yes. (*I have attached a prepared **Sabbatical Travel Approval Request** form.*)

2. **Will you combine business and personal travel on this trip?**

No Yes. (*I will provide a quote from one of the three contracted agencies showing the cost of the business travel portion only at the time of ticket purchase.*)

3. **Mode of Main Transportation:** (*NOTE: Mode of transportation should be the most economical one suitable for the purpose of the trip.*)

- a. **Air Transportation** (*coach/economy, no first class*)

Date ticket required: _____ OR ticketing date: _____

- Contracted travel agency/agent's name: _____
 Away/Azumano (687-2250) Ambassador (686-1234) Premier (747-0909)
- Other/Agent's name (if available) and name of agency, or airline, or internet service:

Agency Internet travel service Commercial airline

- b. **Other** (*NOTE: If you are **traveling out of state on routes served by common air carriers but using other than air transportation, an airfare quote for the same itinerary must be obtained** from one of the three contracted travel agencies. Reimbursement will be for the least expensive means of transportation taking into consideration cost of conventional terminal transportation.*)

- Personal Vehicle
 Rental Car (*must be economy unless 3 or more travel together*)

- Agency name: _____ (**NOTE: Limited Damage Waiver (LDW) is required for all car rentals except if using state agreement with Enterprise.**)
- Other (specify): _____

EXPENSE AND FUNDING INFORMATION

Expenses (estimates where necessary)	Funding Sources (specify index if possible)	Index (if known)	Amount
Airfare	Department Allocation		
Mileage _____ mi. @\$0.55/mi:	ASA / ASA Match		
Ground Travel (shuttle, taxi, etc.) <i>(Receipts required if over \$75, no reimbursements for tips)</i>	Other Funds (specify)		
Registration Fee	Support from other Academic Departments (Provost, etc.) <i>Provide documentation!</i>		
Lodging* (see below)			
Meals* (complete itinerary below)			
Miscellaneous (parking, phone calls etc.) <i>(Receipts required if over \$25 for reimbursement)</i>	Research Fund		
Total:	Total (must match expense total)		
	Availability of Funds Verified		

* If claiming Lodging or Meals please complete itinerary below. (**NOTE: Upon return you must present a hotel receipt with your name, dates of occupancy, and a zero due balance amount for reimbursement.**)

Itinerary:

Date	Hour of Dept.	Hour of Arr.	Destination	Breakfast \$	Lunch \$	Dinner \$	Lodging \$	Conference Hotel? Y/N
TOTALS								

Meal Rates (effective 11/01/05):
 In-state and low cities: \$11.25/breakfast, \$11.25/lunch, \$22.50/dinner
 High cities: \$14.50/breakfast, \$14.50/lunch, \$29.00/dinner
 Foreign rates vary

Lodging Rates (effective 1/01/09):
 In-state and low cities: \$113, high cities: \$198
 Foreign city rates vary
 If conference hotel, use conference hotel rate.

Calculation Comments: _____

TRAVELER'S SIGNATURE _____ **Date** _____

SUPERVISOR APPROVAL _____ **Date** _____

Philosophy Travel Approval
Supplemental Information

Name: _____

Dates: _____

What, if any, classes will you miss because of this trip?