

College of Arts and Sciences 2007/08 Faculty Travel Request Form

This request, along with a copy of the conference program or the conference www, must be submitted to Joyce Mannix in Gasson 109 at least six weeks prior to departure.

Department

Department Chairperson

Faculty Member

Date

Conference Location

Conference Name

Conference Dates

Purpose of Attending Conference

Airfare

Ground Transportation

Lodging and Meals (w/o receipts lodging \$50, meals \$30)

Registration Fee

Total (combined cost of travel cannot exceed \$1,000)

Chairperson's Approval _____

Date _____

Dean's Office Approval _____

Date _____