Department of Biological Sciences
FACULTY/STAFF TRAVEL APPROVAL FORM

This form is to be submitted to the Chair for approval prior to any professional travel. It serves as notice to the Department of travel plans, provides a record in case of insurance claims, and is used for reimbursement approval.

1. Please keep all original receipts and airline itinerary (if traveling via air) for submission with reimbursement form.
2. Depending upon approved amount, registration and airfare could be processed directly by the Department. See office manager for airline reservations and stockroom personnel for registrations.

NAME ___________________________ DATE ________________________

EVENT DATES ___________________________

DESTINATION ___________________________

PURPOSE OF TRAVEL (Include name of conference/meeting) ___________________________

☐ TO RECEIVE FUNDING, I WILL PRESENT A GRADUATE RECRUITMENT FLYER WHERE APPROPRIATE

ESTIMATED EXPENSES:

TRAVEL BY: CAR □ PLANE □ TRAIN □ BUS □ $ ____________________

DEPT. VAN □ Please indicate budget to be charged and provide initials of budget administrator. ___________________________

LODGING: ___________________________

$ ___________________

MEALS: ___________________________

$ ___________________

REGISTRATION: ___________________________

$ ___________________

OTHER (specify): ___________________________

$ ___________________

TOTAL AMOUNT OF REIMBURSEMENT REQUESTED: ___________________________

☐ No reimbursement requested. Information provided for information and insurance purposes.

AMOUNT APPROVED $ ___________________________

COMMENTS ___________________________

CHAIR SIGNATURE ___________________________

Copy of signed form to be returned to requesting faculty/staff member.