

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 insurances purposes.

AMOUNT APPROVED \$ _____

COMMENTS _____

CHAIR SIGNATURE _____

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