

Travel Information and Approval Form

Department of Mathematics – Internal Use Only

Submit via email to Amy prior to trip.

Traveler Information

Traveler Name and Address:

Trip Destination

City, State: _____

Country: _____

Departure Date: _____

Return Date: _____

Do the defined departure and return dates include any portion of personal travel?

Yes No

If yes, please define the dates considered business travel:

Business Begin: _____

Business End: _____

Trip Essentials

Name of Conference or Trip Description:

Purpose of Travel (select one):

Conference/Professional Development

Presentation

Research

Team/Group Travel

Other (please explain): _____

Justification for Business Travel (select one):

- Attendee/Participant
- Presenter
- Other (please explain): _____

Contact Method (select all that apply):

- Email: _____
- Cell Phone: _____

Expenses Will Be Paid By (select all that apply):

- Grant: _____
- International Programs: \$ _____
- Personal Funds
- Other (please explain): _____

Courses and Meetings Missed During Academic Term (include arrangements for instruction):

Trip Comments (optional):

For Students Only

Destination Address for Emergency Contact:
