

TRAVEL REQUEST FORM (ELECTRONIC)

PLEASE SUBMIT ONE FORM FOR EACH TRAVEL REQUEST

Name: _____ Date: _____

Department: _____ Ext: _____

Purpose of Travel: Attending Presenting

Please attach documentation indicating

1. Official Invitation to present
2. Notice of an accepted paper
3. Other Additional Documentation

Name of Conference or Description of Event: _____

Date(s) of Travel: _____ Location: _____

EXPENSES (estimated):

Airfare:		
Mileage:		(miles at .625 per mile)
Registration Fees:		
Taxis:		
Hotel:		(night(s) at per night)
Per Diem:		
Misc.:		
TOTAL:		

ADDITIONAL COMMENTS:

If you are going to miss any classes while you are away from campus, please describe how your classes will be covered:

With submission of this form I agree to notify the Dean's Office in writing if my travel plans change or are cancelled.

This notification must be received within one week of the travel date(s).

**All electronic travel request forms should be submitted via email to
Jana Davila (jdavila@ut.edu)**