

COLLEGE OF ARTS AND SCIENCES
TRAVEL PREDICTION AND JUSTIFICATION

Date: _____

Name: _____

Department: _____

Destination (city): _____

Dates of Travel: _____ to _____

Purpose of Travel:

Your Role (present paper, panel member, committee chair, etc.):

Estimation of Expenses:

Registration Fee: _____

Hotel/Lodging: _____

Transportation
(lowest airfare or mileage/tolls): _____

Local Transportation
(taxi, metro, bus, parking): _____

TOTAL: _____

Other Sources of Support (Please estimate amount each is providing):

Estimated Amount

Source

Date of Last Trip: _____

Source of Funding: _____

Instructions:

- Attach any document about the conference or purpose of trip.
- Route to the department chairperson for commitment of department funds.
- Route to Dean's office.

Chairperson's Signature

Date

Chairperson's Comments:

Dean's Signature

Date

Dean's Comments: