

DEPARTMENT OF ENGLISH
TRAVEL REQUEST for FACULTY for 2019-20

Please complete all information and submit to the **Main Office** prior to your travel. Approval must be received prior to your departure. Please note that your trip must take place within fiscal year **2019-20** in order to use the English Department faculty allotment for that year. The allotment for FTE tenure and tenure-track faculty is capped at **\$2000** and does not "roll over" into next year. The allotment for FTE instructors is capped at \$1200.

Funding Source for travel (TA):

English Department Fund

and/or

Individual research account, internal/external grant, or cost shared with another department/unit

Type of account _____

Account# _____

Sharing department/unit (dept. #) _____

DATE: _____

Name: _____

PURPOSE OF TRAVEL

Giving Lecture _____

Reading Paper _____

Chairing Session _____

Other _____

Title of Work: _____

NAME OF CONFERENCE: _____

Regional _____

National _____

International _____

DATE LEAVING: _____

DATE RETURNING: _____

DESTINATION CITY: _____

STATE: _____

Via: Plane _____ Train _____

Personal vehicle* _____ State vehicle _____

* Reimbursement is based on 53.5¢ per mile

ESTIMATED COSTS

	Estimated Amount	Approved Amount	Approval (initials)	Out of Pocket
Transportation (round trip at lowest fare)	_____	_____		
Per diem (\$50 per day for meals)	_____	_____		
Lodging	_____	_____		
Registration	_____	_____		
Parking/Local transportation	_____	_____		
Total:	\$ _____	\$ _____	_____	\$ _____

Travel Expenditures to Date from English Department Fund: \$ _____
 (for office use only)

Authorization ID _____