DEPARTMENT OF ENGLISH
TRAVEL REQUEST for Guest Speaker

Please complete all information and submit to the Main Office prior to guest’s travel. Approval to use department funds must be obtained in advance from the Chair.

Funding Source for travel (TA):

- [ ] English Department Fund (must be approved in advance by Chair)
- [ ] Individual research account, internal/external grant, or cost shared with another department/unit

<table>
<thead>
<tr>
<th>Type of account</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharing department/unit (dept #)</td>
<td></td>
</tr>
</tbody>
</table>

DATE: __________________________

Guest’s Name: __________________________ Sponsoring Faculty Member: __________________________

PURPOSE OF VISIT
Giving Lecture ______ Reading Paper ______ Chairing Session ______ Other ______

Title of Work: __________________________

NAME OF CONFERENCE (if applicable): __________________________

REGIONAL ______ NATIONAL ______ INTERNATIONAL ______

DATE ARRIVING: __________________________ DATE DEPARTING: __________________________

FROM WHICH CITY/University? __________________________ STATE: __________________________

Via: Plane ______ Train ______ Personal vehicle* ______ State vehicle ______

*Reimbursement is based on 53.5¢ per mile

ESTIMATED COSTS

<table>
<thead>
<tr>
<th></th>
<th>Estimated Amount</th>
<th>Approved Amount</th>
<th>Approval (initials)</th>
<th>Out of Pocket</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation $</td>
<td>$ ______</td>
<td>$ ______</td>
<td>______</td>
<td>$ ______</td>
</tr>
<tr>
<td>(round trip at lowest fare)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Per diem $</td>
<td>$ ______</td>
<td>$ ______</td>
<td>______</td>
<td>$ ______</td>
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<tr>
<td>(lodging and $50 per day for meals)</td>
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<tr>
<td>Registration, parking, &amp; local transportation</td>
<td>$ ______</td>
<td>$ ______</td>
<td>______</td>
<td>$ ______</td>
</tr>
<tr>
<td>Total:</td>
<td>$ ______</td>
<td>$ ______</td>
<td>______</td>
<td>$ ______</td>
</tr>
</tbody>
</table>

Travel Expenditures to Date from English Department Fund: $ ______

(for office use only)