



SCHOOL OF LANGUAGES, LITERATURES, AND CULTURES
Office of Administrative Affairs

SLLC TRAVEL APPROVAL REQUEST

- Please complete and submit to Sara Moon at least 30 days prior to traveling.
Attach a copy of your letter of support from Travel Committee.
Foreign travel on sponsored research must be pre-approved by ORAA (See Angela Wish).

Name: _____ SS#: _____

Home Address: _____

Email: _____ Office Phone#: _____

EMPLOYEE: Yes No GRADUATE STUDENT: Yes No

I. PURPOSE OF TRIP: (presenting or participating in conference--please be specific)

TRAVEL AGENCY: _____ (i.e. Globetrotter, Travel-On, Omega, other)

II. DEPARTURE DATE: _____ RETURN DATE: _____

ORIGIN: _____ DESTINATION: _____

III. ESTIMATED EXPENSES:

Table with 4 columns: Expense Category, Quantity, Unit, and Amount. Rows include Air/Rail, Lodging/Housing, Travel Meals/Hosting, Phone/Fax/Communications, Ground Transportation, Vehicle Rental/Motor Pool, Personal Car Mileage, Conference Fee, Other Travel Expenses, and TOTAL ESTIMATED EXPENSES.

FUNDING:

Table with 2 columns: Funding Source and Amount. Rows include SCHOOL SUPPORT, COLLEGE SUPPORT, and OTHER UNITS.

OTHER: Insurance Only / No cost to University.

Department/ Contract / Grant: _____

Traveler's Signature: _____ Date: _____

Approver's Signature: _____ Date: _____

Administrative Signature: _____ Date: _____

The following portion is to be completed by the SLLC Business Services Office.

FRS: _____ Sub-code: _____ BA3 Project Area: _____ TAR #: _____

TAR Prepared by: _____ Date: _____

Encumbered by: _____ Date: _____