

TRAVEL REQUESTFORM (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 .6 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

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)**