

Domestic Travel Request (With or Without Student Travelers)

Date: (mm/dd/yyyy)

To: Dr. Alison Baski
Interim Provost and Vice President for Academic Affairs

Via: (Dean/AVP Name) (Dean/AVP signature)
(Title and College/Dept.)

From: (Faculty/Staff name) (Faculty/Staff signature)
(Title and College/Dept.)

Subject: Domestic Travel Request - (event and/or travel destination)

I wish to request domestic travel approval to attend (event) in (location). My requested travel dates are (start date) to (end date). *[Explain reason/purpose for this travel. If the trip includes personal travel dates, please list them.]*

I will be traveling by (mode of transportation) *[for air travel, also list airports]* and will be staying at (lodging name, address, and phone number).

I will be traveling (alone/with others). *[If traveling with students, please fill out the Academic Field Trip Participant List and attach it to this memo. You also must submit an Academic Travel Request via the Student Travel website at <https://www.cpp.edu/student-affairs/studenttravel/index.shtml>.]*

The estimated cost of my travel is \$(amount), which includes (expense items, e.g., transportation, lodging, mileage, registration, per diem allowances, etc.). The following funding source(s) will be used to cover these expenses: *[provide complete details, including Chartfield string information].*

I (am/am not) teaching during the proposed travel dates. *[If teaching, please indicate how your classes will be covered.]*

[Please attach an agenda, itinerary, or notice of accepted paper that includes the event date and location information. If traveling with students, do not attach student release forms to the memo. Instead, include them on the Academic Travel Request submitted on the Student Travel website.]

Thank you for your consideration of this travel request. Should you have any questions regarding my trip, please let me know.

Approved by: _____

Dr. Alison Baski
Interim Provost & Vice President for Academic Affairs