

Domestic Travel Request (With or Without Student Travelers)

Date: (mm/dd/yyyy)

To: Dr. S. Terri Gomez
Interim Provost and Vice President for Academic Affairs

Via: (Dean's Name) (Dean's signature)
Dean, College of (XXXX)

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

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, along with a signed Release of Liability Form for each student.]*

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

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

I have attached the following to my memo: *[Please list what you have attached.]*

1. Event/conference agenda or email invitation with date and location information *[required]*
2. A signed Release of Liability Form for each student traveler *[if applicable]*
3. Academic Field Trip Participant List with students' emergency contact information *[if applicable]*

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

Approved by: _____

Dr. S. Terri Gomez
Interim Provost & Vice President for Academic Affairs