

CLARK UNIVERSITY

APPLICATION FOR APPROVAL OF TRAVEL

NAME _____ SS# _____

DEPARTMENT _____ DATES OF TRIP _____

DESTINATION _____ MODE OF TRAVEL _____

PURPOSE OF TRIP (Name of Organization; Title of Paper; Session to be Chaired; Grant Relatedness, etc. _____

TOTAL ESTIMATE OF EXPENSES \$ _____

Source of Funds:

Faculty Travel Account \$ _____
Grant # _____ \$ _____
Fac. Development Grant \$ _____
Other (specify) \$ _____

TRAVEL ALLOWANCE APPLIED FOR \$ _____

ADVANCE REQUESTED (if any) \$ _____

This will serve as notice that I will be off-campus on University business.

Signed _____ Date _____

APPROVED BY: Department Chairperson _____ Date _____

Provost _____ Date _____

Research Office _____ Date _____

TO: _____

Your application for approval of travel has been APPROVED _____ DISAPPROVED _____

Comments _____

After your trip, please submit to the Provost's Office a travel expense report and attach original receipts and proof of attendance (i.e. copy of registration receipt or copy of program page where traveler's name and dates of meeting/conference are listed).

