

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 \_\_\_\_\_

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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).

