

Travel Request Pre-Approval Information Form

Today's Date:

Name of Traveler:

Departure Date:

Return Date:

Destination:

Purpose of Travel:

If this is a conference, are you presenting?

Yes – Name of Conference:

No

Are you on the Board for the Conference?

Yes

No

Justification or nature of the travel request:

Is travel being funded by a source other than the Division?

Yes – funding provided by:

No

_____	Date:	Approve	Deny
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Chair Signature:

_____	Date:	Approve	Deny
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Dean Signature:

Notes: _____

_____	Date:	Approve	Deny
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Provost Signature:

Notes: _____