

REQUEST FOR TRAVEL

TO: Office for Sponsored Programs Date: \_\_\_\_\_

SUBJECT: Trip to \_\_\_\_\_ for the purpose of \_\_\_\_\_

1. Name of person requesting to make the trip: \_\_\_\_\_

2. Project(s) to be discussed: \_\_\_\_\_

3. Agency(s) to be contacted: \_\_\_\_\_

4. Appointments: \_\_\_\_\_

5. Justification for the trip: \_\_\_\_\_

6. Inclusive dates of trip: \_\_\_\_\_

7. Estimated expenditures: \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Name: \_\_\_\_\_ Date

Approved by:

\_\_\_\_\_  
Department Head \_\_\_\_\_ Date

\_\_\_\_\_  
Dean \_\_\_\_\_ Date

\_\_\_\_\_  
Vice President for Research \_\_\_\_\_ Date