

**Domestic Travel Request**  
**College of Social Sciences and Interdisciplinary Studies**



Name \_\_\_\_\_ Department \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Department contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Destination \* \_\_\_\_\_

Trip Type: Conference Research Other \_\_\_\_\_

Name of Conference \_\_\_\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_ Estimated Total Cost \$ \_\_\_\_\_

**General Purpose of Travel and Justification:** *Please attach ONE: letter of invitation, conference program, research project outline, etc.*

**Class Coverage Plans:**

*See your department travel coordinator:*

	Funded	Unfunded
University Fund/Dept _____	\$ _____	
	Amount	
UEI/UFSS Account # _____	\$ _____	
	Amount	
Other Source _____	\$ _____	
	Amount	

**APPROVALS:**

Department: \_\_\_\_\_  

Name
Signature
Date

College: \_\_\_\_\_  

Name
Signature
Date

UEI/UFSS: \_\_\_\_\_  

Name (PI or Project Director)
Signature
Date

\_\_\_\_\_  

Name (Account Administrator)
Signature
Date

\* State-funded or state-sponsored travel will not be approved to AL, KY, KS, MS, NC, TN, TX, or SD per AB 1887