

REQUEST for UNIVERSITY TRAVEL FORM

Traveler name:

Traveler email address:

Destination (city & state or city & country):

Name of event:

Purpose of travel:

Dates of travel:

Dates of official business:

Travel expense estimates (required):

Flight:

Hotel:

Meals:

Parking:

Ground transportation:

Mileage:

Misc.:

Funding source(s). Please mark as many as appropriate:

_____ College Office travel fund

_____ International travel fund (from International Programs office)

_____ Oswald faculty travel fund*

_____ Department expense account

_____ Oswald Discretionary fund

Please complete and return this form to Leanea at least two weeks before your travel takes place.

*See Oswald travel fund policy.

