

(Please attach this form to your completed Request for Travel and Travel Authorization Form.)

College of Arts and Sciences
Travel Justification

Date: _____

Traveler _____ Department _____

Travel Destination _____ Travel Dates: _____

Purpose of trip: _____

Presenting Attending Conference Research Other _____

Brief Justification: Include, as applicable, specific impact and contributions your travel will bring the University, the College, and your research; relationships/partnerships that may be built or enhanced; and type of funds (state/grant/start-up, etc.) being utilized.

Traveler

Department Chair

Dean, College of Arts and Sciences

Additional Approval

For Office Use Only	Notes: _____
Fund #(s) _____	_____
Estimated Cost of Travel: _____	_____
_____	_____