

# Chemical Engineering Travel Authorization Request

Traveler's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Requests travel expense reimbursement in connection with the following activity:

<b>Present Paper</b> (Give Title) _____
<b>Attend Conference</b> (Identify) _____
<b>Serve on Panel</b> (Identify) _____
<b>Other</b> (Please Specify) _____
<b>Location:</b> _____ <b>Dates:</b> _____
(Please attach acceptance letter, invitation, or conference announcement.)

**Estimated Costs:**

Registration Fee	_____
Mileage	_____
Airfare (economy)	_____
Room	_____
Meals	_____
Rental Car	_____
Other	_____
<b>TOTAL</b>	_____

**PROPOSED SOURCES OF FUNDS:**

Account	Amount
_____	_____
_____	_____
_____	_____

Please detail plans for coverage of any classes to be missed on the back of this page.

**Chairman's Action**

Approve  
 Disapprove

**TO BE PAID BY**

Account \_\_\_\_\_ \$ \_\_\_\_\_  
 Account \_\_\_\_\_ \$ \_\_\_\_\_

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_