Department of Organizational Sciences and Communication
Scholarly Travel Approval Form

Request Date: 

Name: 

GWID: G

Program: 

Email: 

Faculty:

☐ FT Tenured / Tenure Track
☐ FT Contract / Visitor Multiple Year Appt
☐ FT Contract / Visitor 1 Year Appt
☐ Regular PT or Post-Doc

Students:

☐ Graduate
☐ Undergraduate

Major: 

Destination: 

Travel Dates: 

Purpose of Travel, including conference or meeting name and reason for attendance. Responses may include presenting a paper/poster, serving as a chair or member of a panel, participating as a member of a board, etc. Appropriate documentation must be provided at time of approval request or expense request (e.g., letter of acceptance or invitation, name in conference program). This documentation is not a voluntary act, as it is required should CCAS audit department scholarly travel expenditures.

If your travel will occur while you are teaching, you must describe your course coverage plans:

Total Amount Requested: This amount may not exceed amounts below per fiscal year (July 1–June 30)

Part Time Faculty are not normally funded for scholarly travel, but will be considered on a case by case basis

Chair's Approval Signature

Date

Requested $: ☐ Approved as requested ☐ Approved as $

ALL TRAVEL MUST BE APPROVED PRIOR TO THE DATE OF DEPARTURE.