

# Department of Organizational Sciences and Communication

## Scholarly Travel Approval Form

Request Date:

Name:

Program:

GWID:

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.**