

DEPARTMENT OF ENGLISH
TRAVEL AUTHORIZATION REQUEST for FACULTY for 2023-24

Please complete all information and submit to the **Main Office** prior to your travel. Approval must be received prior to your departure. Please note that your trip must take place within fiscal year **2023-24** in order to use the English Department faculty allotment for that year. The allotment for FTE tenure and tenure-track faculty is capped at **\$2200** and does not "roll over" into next year. The allotment for FTE instructors is capped at **\$1600**.

ALL Travel Must be Approved in Advance by Department Chair

English Department Fund

and/or

Individual research account, internal/external grant, or cost shared with another department/unit

Type of account _____

Account # _____

Sharing department/unit (dept #) _____

DATE: _____

Name: _____

PURPOSE OF TRAVEL

Giving Lecture _____

Reading Paper _____

Chairing Session _____

Other _____

Title of Work: _____

NAME OF CONFERENCE: _____

Regional _____

National _____

International _____

DATE LEAVING: _____

DATE RETURNING: _____

DESTINATION CITY: _____

STATE: _____

Via: Plane _____

Train _____

Vehicle Mileage* _____ State Vehicle _____

* Reimbursement is based on 65.5¢ per mile

ESTIMATED COSTS

	Estimated Amount	Approved Amount	Approval (initials)	Out of Pocket
Transportation (round trip at lowest fare)	_____	_____		
Per diem (\$50 per day for meals)	_____	_____		
Lodging	_____	_____		
Registration	_____	_____		
Parking/Local transportation	_____	_____		
Total:	\$ _____	\$ _____	_____	\$ _____

FOR OFFICE USE ONLY:

Travel Expenditures to Date from English Department Fund: \$ _____

Authorization ID _____