

TA# _____

**DEPARTMENT OF ENGLISH
TRAVEL REQUEST for Guest Speaker**

Please complete all information and submit to the **Main Office** prior to guest's travel. Approval to use department funds must be obtained in advance from the Chair.

Funding Source for travel (TA):

English Department Fund (must be approved in advance by Chair)

and/or

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

Type of account _____

Account # _____

Sharing department/unit (dept #) _____

DATE: _____

Guest's Name: _____

Sponsoring Faculty Member: _____

PURPOSE OF VISIT

Giving Lecture _____

Reading Paper _____

Chairing Session _____

Other _____

Title of Work: _____

NAME OF CONFERENCE (if applicable): _____

Regional _____

National _____

International _____

DATE ARRIVING: _____

DATE DEPARTING: _____

FROM WHICH CITY/University? _____

STATE: _____

Via: Plane _____ Train _____

Personal vehicle* _____ 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 \$ (lodging and \$35 per day for meals)	_____	_____		
Registration, parking, & local transportation	_____	_____		
Total: _____	\$ _____	\$ _____		\$ _____

**Travel Expenditures to Date from English Department Fund: \$ _____
(for office use only)**