

TRAVEL REQUEST FORM

FF-001

College of Liberal Arts
Loyola Marymont University
travelrequest.pdf

The deadline for requests for travel before May 31 are due October 1 of the preceding year.

SECTION I

NAME _____
DEPT _____
DATE _____
PHONE _____
EMAIL _____
MAIL CODE _____

SECTION II

(A) Name of Conference _____
(B) Purpose of Meeting _____
(C) Describe your participation _____
(D) Is your participation (circle one) Confirmed Anticipated
(E) Place of Meeting _____
(F) Departure Date _____
(G) Return Date _____
(H) Estimated Itemized Expenses
Registration (with meals) _____
Registration (without meals) _____
Transportation _____
Hotel _____
Meals _____
(I) Total _____

SECTION III

(J) Plan to cover missed classes has been filed with Department Chair? yes no
(K) I have reviewed this travel plan and recommend it for approval.

Approval of Department Chair

Date

SECTION IV

Approval of Dean

Date