Michigan Tech
Michigan Technological University
School of Technology

SofT TRAVEL REQUEST APPROVAL FORM
Request for Authorization to Travel on University Business

Name: _____ Program: _____

Destination: *City* _____ *State* _____
 or Country

Conference/Meeting/Workshop name: _____

Description: *If applicable, please attach any fliers or brochures pertaining to the conference/meeting/workshop:*

_____

Date of Departure: _____ Date of Return: _____

Planned Method of Transportation: _____

If you are planning to request a university vehicle, copies must be submitted to department after obtaining approval for travel.

What is the Purpose of your Attendance? *Check all that apply:*

Presenter-Accepted Publication ☐   Advisor-Student Organization ☐   Information-Industry Conference ☐

Presenter-Refereed Publication ☐   Member-Professional Organization ☐

Other *Please specify* _____

Derived Benefit of Attendance *Please provide as much detail as possible:*

_____

Class Coverage *Please indicate classes you will be missing and coverage plans for them:*

Class _____ Coverage _____

Class _____ Coverage _____

Class _____ Coverage _____

Class _____ Coverage _____

Initials of Requestor: _____ *Initials of Approver:* _____

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Explanation of Anticipated Expenses and Funding Sources

Faculty-Estimated Cost

Registration _____

Transportation _____

Lodging _____

Meals _____

Miscellaneous _____

Total _____

Student-Estimated Cost *if applicable*

Registration _____

Transportation _____

Lodging _____

Meals _____

Miscellaneous _____

Total _____

Source of Funds   *Check all that apply. Please provide the name or description of source, and Index if known.*

School Support ☐ Name _____ Index _____

Start-Up Funds ☐ Name _____ Index _____

Incentive Funds ☐ Name _____ Index _____

Research Sponsor ☐ Name _____ Index _____

Grant Sponsor ☐ Name _____ Index _____

Other Source(s) ☐ Name _____ Index _____

Signatures

Requestor _____ Date _____

Approved by

Program Chair _____ Date _____

Dean _____ Date _____

Please submit form to the School of Technology office *as soon as possible*.