

COLLEGE OF ARTS & LETTERS SUPPLEMENTAL TRAVEL INFORMATION FORM

Required for all A&L Travel

NAME: DEPT:

SELECT ONE: **FACULTY** **STAFF** **CANDIDATE/GUEST** **STUDENT**

DESTINATION: DATES OF TRAVEL:

DETAILED JUSTIFICATION: (Please explain how your travel is mission-critical to the University)

DESCRIBE COURSE COVERAGE

Is this a University, College, Dept, Course, or Club event that students will attend?

No.
Yes.* Please see Item E under Other Required Documents below.

ESTIMATED BUDGET DETAILS

Airfare*	<input style="width: 100%;" type="text"/>
Lodging*	<input style="width: 100%;" type="text"/>
Taxi/Shuttle/ RideShare	<input style="width: 100%;" type="text"/>
Personal Car Mileage*	<input style="width: 100%;" type="text"/>
Parking/Tolls	<input style="width: 100%;" type="text"/>
Meals - Self	<input style="width: 100%;" type="text"/>
Meals (Group/Other)*	<input style="width: 100%;" type="text"/>
Reg. & Membership	<input style="width: 100%;" type="text"/>
Misc.	<input style="width: 100%;" type="text"/>
Total Estimate	<input style="width: 100%; background-color: #cccccc;" type="text"/>

FUNDING SOURCES

Self-Funded (or will apply for/awaiting on grant)	Amount	<input style="width: 100%;" type="text"/>
A&L Travel Grant	Amount	<input style="width: 100%;" type="text"/>
A&L Start-Up Travel	Amount	<input style="width: 100%;" type="text"/>
A&L Start-Up Prof. Dev.	Amount	<input style="width: 100%;" type="text"/>
A&L Other Grant	Amount	<input style="width: 100%;" type="text"/>
UFSS Funding	Amount	<input style="width: 100%;" type="text"/>
UEI Funding	Amount	<input style="width: 100%;" type="text"/>
ORIED Funding	Amount	<input style="width: 100%;" type="text"/>
Other Funding:	Amount	<input style="width: 100%;" type="text"/>
← AMOUNTS MUST MATCH →		<input style="width: 100%; background-color: #cccccc;" type="text"/>

Required Documentation, please attach:

- A. Award letter/evidence of funding source.
- B. For conference travel: Paper abstract, conference invitation, and registration confirmation.
- C. For other travel: Detailed research Itinerary, including dates and locations of meetings, archives, site visits, etc.

*** Additional Travel Information Form is required if any of the below apply: (All forms may be found on the College of Arts & Letters Internal page)**

- A. Requests for cost exceptions, require a Justification for Exception Form and a cost comparison for:
 - Not purchasing the flight through Concur or Not purchasing car rental through a preferred vendor (Enterprise).
 - Driving in lieu of flying.
 - Lodging nightly costs exceed \$333 on/after 4/18/24.
- B. Late requests require the traveler to include a Late Memo Exception Request addressed to the Provost in MS Word.
 - Request submitted less than 30 days (domestic) or 45 days (international) before travel.
- C. International (incl. Hawaii & Alaska) travel requires an International Travel Expense Justification (ITEJ)
- D. Group Meals require a list of people who will receive meals and the Concur Hospitality Form.
- E. All travel/liability forms for each student/volunteer must be given to the Dept., and attach a complete list of attendees.