

REQUEST FOR TRAVEL AUTHORIZATION 2006-2007

Dear Traveler:

All RTAs (Requests for Travel) are electronic; this office will file your RTA and then follow up with the voucher when you return. The following information is needed to complete this process.

Name: _____

Destination: _____

Dates of Travel: _____

Purpose of Travel: _____

Estimated Expenses: _____

Disposition of your duties while away from campus:

- Intersession
- No classes will be missed. Class schedule is:

- Another faculty member (_____) will conduct my class(es) on dates _____. For undergraduate classes this must be a professor, not a TA.

Funding for trip (check all that apply)

- No cost to the University
- Faculty Travel Grant (maximum \$1200 for airfare and registration only)
- Departmental travel funds have been requested (maximum \$325 domestic and \$650 foreign)
- Professorship, Grant or funding from another department

PLEASE RETURN THIS FORM TO PARLIN 108