

Department of Communication Studies

Travel Form

Traveler's Name:	Date of Preparation:

Destination City, State (optional for "personal" trip):

Date of Departure MM/DD/YY:	Date of Return MM/DD/YY:
Time of Departure: am/pm	Time of Return: am/pm

Travel is for the purpose of (must be on official business if at University expense, must be project related if charged to federal award):

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Courses missed while on trip:

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Arrangements for instruction (give name of substitute, position, specific class periods and topics covered):

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Explain how you can be contacted (for travel during academic term, dept. should be able to contact you within 24-48 hours, see DEO for special arrangements):

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If trip is funded, provide the following information:

Amount funded by Communication Studies department: _____ (enter dollar amount)
Funding source _____ (e.g., Harshbarger funds)
Additional funding from sources other than Communication Studies:
Funding source _____ (e.g., UISG, Graduate College)
Amount funded _____ (enter dollar amount)
Person to contact from funding source _____ (Name)