

**DEPARTMENT OF ENGLISH**  
**TRAVEL AUTHORIZATION REQUEST for FACULTY for 2022-23**

Please complete all information and submit to the **Main Office** prior to your travel. Approval must be received prior to your departure. Please note that your trip must take place within fiscal year **2022-23** in order to use the English Department faculty allotment for that year. The allotment for FTE tenure and tenure-track faculty is capped at **\$2200** and does not "roll over" into next year. The allotment for FTE instructors is capped at **\$1600**.

**ALL Travel Must be Approved in Advance by Department Chair**

English Department Fund

and/or

Individual research account, internal/external grant, or cost shared with another department/unit

Type of account \_\_\_\_\_

Account # \_\_\_\_\_

Sharing department/unit (dept #) \_\_\_\_\_

DATE: \_\_\_\_\_

Name: \_\_\_\_\_

**PURPOSE OF TRAVEL**

Giving Lecture \_\_\_\_\_

Reading Paper \_\_\_\_\_

Chairing Session \_\_\_\_\_

Other \_\_\_\_\_

Title of Work: \_\_\_\_\_

NAME OF CONFERENCE: \_\_\_\_\_

Regional \_\_\_\_\_

National \_\_\_\_\_

International \_\_\_\_\_

DATE LEAVING: \_\_\_\_\_

DATE RETURNING: \_\_\_\_\_

DESTINATION CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

Via: Plane \_\_\_\_\_

Train \_\_\_\_\_

Vehicle Mileage\* \_\_\_\_\_ State Vehicle \_\_\_\_\_

\* Reimbursement is based on 65.5¢ per mile

**ESTIMATED COSTS**

	Estimated Amount	Approved Amount	Approval (initials)	Out of Pocket
Transportation (round trip at lowest fare)	_____	_____		
Per diem (\$50 per day for meals)	_____	_____		
Lodging	_____	_____		
Registration	_____	_____		
Parking/Local transportation	_____	_____		
Total:	\$ _____	\$ _____		\$ _____

**FOR OFFICE USE ONLY:**

Travel Expenditures to Date from English Department Fund: \$ \_\_\_\_\_

Authorization ID \_\_\_\_\_