

**FACULTY TRAVEL REQUEST**  
**Department of Radio-Television-Film**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Travel Dates: \_\_\_\_\_  
(Full name as shown on passport)

EID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Redress # \_\_\_\_\_  
(Electronic RTA requirement) (Homeland Security requirement) (if applicable)

Destination: \_\_\_\_\_

Purpose of Trip:

Are you presenting a paper?

Title of Paper: \_\_\_\_\_

Are you requesting reimbursement from the University?

From what type of funds: CHOOSE ALL THAT APPLY

Department Travel

University Travel Grant

Special Research Grant

Professorship

Other

**Estimated Expenses**

Meals \_\_\_\_\_

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_

Number of classes missed: \_\_\_\_\_ Disposition of Duties: \_\_\_\_\_

**Emergency Contact at Destination**

Name \_\_\_\_\_ Phone: ( ) \_\_\_\_\_