

DSA Travel Request Form

Date of Request:

Employee Student Student Assistant Volunteer

Traveler's Name & Title:

Phone:

Prepared by & Ext. (if other than the traveler):

Reason for Travel:

- Level 1: Mandated/System-wide meetings or required certifications
- Level 2: Expected representation/critical training
- Level 3: Significant level of organizational/association involvement
- Level 4: Other professional development and enrichment

Description of Travel:

Name of Conference/Meeting:

Date(s) of Travel: to Destination (Venue, City, State and/or Country):

Will any personal days be taken during this travel? Yes No Dates/Detail:

Does the traveler have a completed Authorization to Use Privately Owned Vehicles on State Business Form for the current year on file? *(Dept. retains original, email copy to Risk Management each yr.)* Yes No

If this trip is for a professional conference, is this your first time attending this conference? Yes No

If no, please list all years in which you have attended this conference:

Is this trip a requirement of your job? Yes No

If yes, please explain:

If no, please explain your desire/the necessity regarding your attendance:

Are you presenting as a part of this conference? Yes No

If yes, please describe briefly your presentation topic:

Are you assigned to a committee responsible for planning and/or hosting of this conference or meeting? Yes No

If yes, what is your role?

How will your work responsibilities be covered during your absence and by whom?

Does your position in the Division require you to supervise staff or student assistants? Yes No

If yes, who will be responsible for supervising them while you are away?

Estimated Travel Expenses: *(this section is only required for domestic travel)*

Airfare ("Coach Class")	
Rental Car	
Shuttle	

Registration/Training Fee	
Lodging	
Daily Meals (# of days x \$55 (per diem rate))	
Mileage (Private Car)	
Misc./Other Cost (Tolls, Transport, Parking, etc.)	
TOTAL ESTIMATE	

Source of Funding: (660890 should be used for meetings without a professional development/training component)

Account	Fund	Department	Program	Class	Project	Amount
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When the University provides any consideration to employees for professional travel, employees are expected to:

- Demonstrate a high degree of professionalism in keeping with the DSA Core Values and serve as a good University representative for the entire duration of travel.
- Engage fully in the conference, attending sessions and/or supporting the program, to maximize the benefits of the professional opportunity.
- Communicate the gained knowledge/information and share skills, techniques, and practices learned with supervisor and appropriate colleagues.

Print Name of Traveler

Traveler's Signature

Date

I support the travel request.

I support the travel request with the following recommendations/conditions:

I do not support the travel request for the following reasons:

Print Name of Supervisor

Supervisor's Signature

Date

Print Name of Area Head

Area Head Signature

Date

Print Name of VP

VP Signature

Date

*** This form must be completed for all travel. VP signature required for direct reports. For international travel, make sure to complete and attach the International Travel Authorization Form. ***

Please reference the Working Procedure on the Approval of Travel and Professional Development Opportunities for form routing instructions.