

TRAVEL INFORMATION:

SUBMIT AT LEAST 2 WEEKS BEFORE DEPARTURE DATE

Name of Traveler		E-mail	
Faculty	Staff	Student	Visitor
Destination			
Departure Date		Return Date	
Non-Conference Travel Purpose			
Conference Travel Purpose	Giving a paper/poster presentation Serving as a panelist, discussant, or chair Serving as an officer or board member Other (see next box)*	Conference Travel "Other" Purpose*	
Conference Name			

ESTIMATED COST FOR:

FUNDING SOURCE:

Transport	Fund	Amount
Lodging	Fund	Amount
Meals	Fund	Amount
Registration	Fund	Amount
Other	Fund	Amount
TOTAL		

TRAVEL REQUEST SIGNATURES OF APPROVAL:

Traveler	_____	Date
Supervisor	_____	Date
Department Designee	_____	Date

Direct all travel questions and completed forms to Teresa Hall: Teresa@vt.edu; 540-231-8454; Torgersen Hall 1180E