

**University of Illinois at Chicago
College of Engineering
*Request for Faculty Travel Approval***

This form is to be submitted to the Department before commencing travel. Please print or type the following information. (Prior written approval is required for any travel)

Date of Request _____

Department _____

Name _____

Destination(s) _____

Date of Departure _____

Duration of Trip (days) _____

Amount of Request _____

Source of Funding: (check one)

A) Dept _____

B) Grant _____

C) Other _____

Purpose of Trip (i.e. name(s) of events, etc.)

To be posted on the web (circle one)? Yes No

If yes, please provide an appropriate description of the trip: _____

Coverage of Classes and/or Other Duties (please indicate faculty member acting on your behalf during your absence)

Traveler's Signature Date

Department Head Signature Date