

APPLICATION FOR FACULTY TRAVEL

DATE: _____

Last name:	First name:
Rank:	Department: Phone Ext.

REASON FOR TRAVEL: (Indicate which of the following)

Department Business	
Research	
Conference Paper/Poster (Title) Panel Representative	
Other	

Attach any additional information you have regarding your reason for travel (i.e., Conference Brochure)

DETAILS:

Destination	
Dates for Travel	
How many classes will be missed?	
What provisions have been made to cover your classes and other duties?	

**Do you have a University Blackberry/iPhone?
Traveling outside of Canada?**

You **must** arrange for Roaming Travel Plans through Help Desk prior to leaving the country.
- Roaming includes: Data (email, surfing the web), Voice (talking on the phone), Text Messages.

COSTS (e.g. per diem, taxi, etc)	TRANSPORTATION (air fare economy)
	Registration Fee:
	Costs:
	TOTAL:

SOURCE OF FUNDING	ACCOUNT #	FUNDS REQUESTED	ADVANCE REQUESTED	ADVANCE AMOUNT
<input type="checkbox"/> TPDA		\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
<input type="checkbox"/> Research/Travel Account		\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$
<input type="checkbox"/> Other (specify)		\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$

If an advance against TPDA is requested, please forward this form to the Vice-President (Academic) Office, 3C21
If an advance against a research, travel or other account is requested, please forward this form to the Financial Services Office – Rice Bldg

Signature of Applicant: _____

I approve of the travel and provisions made to cover classes

Department Chair: _____

Date: _____

Dean/University Librarian: _____

Date: _____