



## Faculty and Graduate Student Travel Information

This form should accompany a Travel Authorization Form, prior to actual travel.  
For any travel in which class will be missed, this form must be submitted prior to actual travel.

**Department:**  CPSC  CNMG  ERSC  ET  IFSC  SYEN

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Last date in office before travel:** Day of Week \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**Date of return to the office:** Day of Week \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**How can you be contacted? Email:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Other Phone:** \_\_\_\_\_

**Purpose of travel:** \_\_\_\_\_

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

**Arrangements for covering classes and other duties** (use one row for each session):

Class/Duty	Date	Time	Arrangement/Plans for Coverage

**Signature of Instructor:** \_\_\_\_\_ **Date submitted:** \_\_\_\_\_

**Approved by Chair:**  Yes  No \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Dean:**  Yes  No \_\_\_\_\_ **Date:** \_\_\_\_\_

NOTE: Policy was approved by the EIT Executive Council on MONTH, DAY, 2017. The Executive Council, chaired by the Dean, consists of Department Chairs, Associate Dean, Assistant Dean and Executive Director (F&A).