



College of Letters and Science

Travel Approval Request

Department of Mathematical Sciences

TRAVELER'S NAME _____

DATE OF DEPARTURE _____ DATE OF RETURN _____

LOCATION/DESTINATION
(City, state, country, and **venue**) _____

PURPOSE OF TRIP/EXPLANATION _____

TITLE OF EVENT/CONFERENCE/ RESEARCH COLLABORATION _____

EVENT/CONFERENCE/ RESEARCH COLLABORATION START DATE _____ END DATE _____

LIST OTHER UWM ATTENDEES _____

ESTIMATED COST \$ _____ **Note:** Total should include P-Card, T-Card, and any other prepaid expenses.

FUNDING LIMITED TO \$ _____

Estimated Cost	Fund	Department	Program	Project/Grant

Yes _____ No _____ Is this travel essential & necessary for you to perform your duties?

Yes _____ No _____ N/A _____ Are you a conference presenter or panelist?

Yes _____ No _____ N/A _____ Could the business be accomplished through other means (e.g. videoconference)?

Yes _____ No _____ N/A _____ Are there alternative sites closer to UWM that would result in lower travel costs?

Yes _____ No _____ N/A _____ Is it necessary for more than one employee from a division travel to the event?

Yes _____ No _____ N/A _____ Could the information, instead, be shared with colleagues by a single attendee?

Yes _____ No _____ Could the trip be postponed or canceled?

What are the fiscal consequences of postponing or canceling the trip?

I request permission to be absent from my normal University duties from _____ to _____

List any classes and other duties that will be missed and describe how they will be covered during absence:

Classes or other responsibilities:

Coverage:

Signature of Traveler _____ Print Name _____ Date _____

I have reviewed this request and recommend that it be approved.

Signature of Principal Investigator (if different) _____ Print Name _____ Date _____

Signature of Department Chair/Director/Supervisor _____ Print Name _____ Date _____

Signature of Associate Dean/Dean _____ Print Name _____ Date _____

Please return this form to Katie Wehrheim or Lisa Alzalde in order to begin the approval process.