

**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**