



College of Science Request for Approval to Travel

(Required for Travel on Funds that begin with 0xxxxx)

**OREGON STATE
UNIVERSITY**

GENERAL INFORMATION

Traveler's Name

Department

Date of Departure

Destination Cities

Date of Return

Index(es)

Fund

Reason(s) for Travel (Please list specifics in "Other" area below-i.e. research activity, organization, agency or foundation name, etc.)

Presenting research and creative activity at major scholarly meetings by faculty, staff, and students

Visits to government leaders, agencies, and participation in meetings of professional organizations and societies that create opportunities for funded research, teaching, and service, or that strategically advance the interests of the University

Visits to foundations, individuals, corporations, and agencies regarding philanthropic efforts

Program and/or accreditation reviews

Travel costs associated with our learning environment, including bringing speakers to campus

Faculty/staff recruitment visits

Student recruitment activities

Strategic development & learning opportunities intended to improve university business practices, efficiencies, & effectiveness

Fulfilling 'contractual' obligations such as position description requirements for faculty and staff; fulfilling duties of national offices and boards in professional societies; and the normal expectations of academic and non-academic grants and contracts

Other

TOTAL ESTIMATED COST OF TRIP

Transportation

Registration Fees

Meals

Lodging

Other

Total Estimated Cost

E&G Fund Amt

Other Fund Amt

AUTHORIZATION

(Deliver to cindy.alexis@orst.edu or Cindy Alexis, College of Science, 128 Kidder Hall)

Completed by

Phone

Date

Approved () Disapproved () _____

Department Head Signature (required)

Date

Approved () Disapproved () _____

Approver's Signature (required)

Date

Approver's Name (printed)

Approver's Title

Attention: When submitting Reimbursement Request, please attach this authorization.

1.1 11/10/03