

Language Technologies Institute

STUDENT PRE-TRAVEL APPROVAL FORM

Required permissions and signatures MUST be obtained PRIOR to making any travel arrangements.

Upon return from your trip, give this signed form and all travel receipts to your advisor's support person for reimbursement. If this form and receipts are not turned in within 25 days of your return, you must obtain a letter from y our advisor explaining the reason for the delay in submission.

Student's Name: _____

Advisor: _____

Conference name or reason for travel: _____

Travel dates and destination: _____

Title of paper being presented: _____

Project about which the paper is reporting: _____

PURPOSE OF TRAVEL

- _____ To represent a faculty member (full reimbursement)
_____ Travel is required by sponsor (full reimbursement)
_____ To present a refereed paper (\$750 per year)
_____ For general educational purposes (\$250 per year)

Attach a completed copy of this form to your travel expense report. Department funds should only be requested when the project cannot fully or partially fund travel.

FUNDED BY THE PROJECT

Project name: _____ Project charge number: _____ - _____ - _____

_____ Full cost of travel to be charged to this project.

_____ Partial cost of travel to be charged to this project. Amount to be charged: \$ _____

FUNDED BY LTI (limit one conference per year per student)

_____ Airline ticket: \$ _____ Conference fee: \$ _____

_____ Travel advance: \$ _____ Other (specify): \$ _____

Charge String: _____

PI/Advisor Signature (required)

Date

LTI Business Manager Signature
(Required only if requesting department funds.)

Date