UNIVERSITY OF DENVER

Arts, Humanities, and Social Sciences
Travel Approval Form
(Please type and fill out completely.)

Department

Traveler Name

DESTINATION INFORMATION

Destination

Tentative Dates of Travel

Purpose of Travel

Funding Source(s) (Departmental Travel Funds, Internationalization, CAMF, etc)

Estimated Total Cost

Will you use a per diem? ☐ Yes ☐ No

APPROVING SIGNATURES The Dean must sign for all Chair/Director travel.

Traveler _____ Date _____

Chair/Director or Dean _____ Date _____

Please submit this completed form to the departmental assistant whenever reimbursement or funding is requested.