

Department of Art / Faculty and Staff Travel Support Request

Travel outside of the US, Mexico and Canada requires advance approval of the Governor when state funds are used. Original receipts are required for all travel reimbursement. Mileage, lodging, food, per diem, and transportation estimates and costs must comply with University limits for qualified travel. Expenditures exceeding these limits will not be reimbursed. Airline tickets must be purchased directly by the Department of Art. Please check before you spend!

Faculty Member Name: _____ Date: _____

Travel Dates: From _____ to _____

Destination: _____

Organization / Activity Name (university, gallery, conference, etc.) _____

Address: _____

State: _____ Country: _____ Zip / Postal Code: _____

Phone #: _____ Fax #: _____

Estimated costs within UTEP parameters:	
Transportation: Air <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> UTEP Vehicle <input type="checkbox"/> Require Rental Car <input type="checkbox"/>	
Airline: _____	Ticket Cost: _____
Vehicle: Gas/Mileage: _____ miles @ _____ = _____	
Per Diem for _____ days @ _____ per day = _____	Food: _____
Lodging Cost: _____	Other: _____ Cost: _____
Total estimated cost for travel: _____	Amount Requested: _____

Justification for Personal Vehicle Use (check all that apply)
<input type="checkbox"/> Cost efficiency for the delivery and or installation of artworks.
<input type="checkbox"/> Air travel not available.
<input type="checkbox"/> Accommodate conflicts of travel, work, and or class schedules.
<input type="checkbox"/> Other - (Please Explain)

Purpose of Travel

Benefit to the University

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Amount Awarded: _____

Departmental Approval: _____ Date: _____