**STUDENT:**

**\* This form must be submitted at least 6-8 weeks before travel.**

**\* Student may not book the flight, lodging, or car rental before obtaining authorization from the**

 **Department of History.**

• Complete the form below and obtain the required signatures.

• Submit this form, with the original signatures to the Department of History.

• Attach a copy of your abstract and evidence that it has been accepted for presentation.

**• Apply for Travel funding with the Graduate School and the Dean’s Office**

• Once you have completed your travel, turn in all your original receipts to your department.

• Receipts must be submitted within a **two week** time frame after the travel has occurred.

• Only approved, exact costs, ITEMIZED, verified meal and lodging receipts will be reimbursed.

• Alcohol, tips, dry cleaning/laundry, additional rental car insurance are not reimbursable.

• The department will prepare and forward the voucher for reimbursement.

UTEP DEPARTMENT OF HISTORY

⦁ Student Request for Travel Authorization

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_/\_\_\_/\_\_\_\_\_

ID #: 800 - \_\_\_-\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Paper and Conference if Presenting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATES WHEN TRAVELING : From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If traveling to Washington D.C., provide contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**€ Expenses are not to be paid by the University**

€ Air € Car € Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Transportation Cost: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodging: € Yes € No

Estimated Lodging Cost: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Estimated Costs: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Note:*

*Requests for authorization to be absent for a period in excess of two weeks requires transmittal to and advance approval of the Office of the Chancellor in addition to* *approval by the President.*

*Travel outside the limits of the United States. United States Possessions, Mexico or Canada requires advance approval of the Governor. When the expenses of such travel are to* *be paid from State Appropriated Funds.*

**List or Purpose Codes: (PLEASE CIRCLE ONE CODE)**

**Code**

01 02 03 04 05

 **Description**

Attend meeting, conference, etc. Conduct lecture or teach course Perform research activities

Participate or officiate in an event Recruit prospective employee/student

**Code**

06 07 08 09 10

 **Description**

Site or field visit

Serve as expert witness

Present original research paper Fundraising

Negotiate a contract

**List of Benefit Codes: (PLEASE CIRCLE ONE CODE)**

**Code**

01 02 03 04

 **Description**

Help accomplish research objectives

Help fulfill contract provisions

Enhance grad/undergrad curriculum Enhance performance of Job duties

**Code**

05 06 07 99

 **Description**

Enhance University operations

Enhance reputation of the University

Raise funds for faculty/student support

Other (specify in moreable)

**For international travel to restricted countries the student MUST complete the International Travel Exception Form:**

[**http://admin.utep.edu/Portals/329/InternationalTravelException.docx**](http://admin.utep.edu/Portals/329/InternationalTravelException.docx)

**For international travel, the student MUST register with SOS:** [**http://www.internationalsos.com/en/**](http://www.internationalsos.com/en/)

 **Continued on back**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Today’s Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Signature of Student Requesting**

**Travel Authorization**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Today’s Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Graduate Advisor’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Today’s Date: \_\_\_/\_\_\_/\_\_\_\_\_

**History Department**

**Chair’s Signature**

**€ Approved € Not Approved**

**For Office Use Only:**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VE5Processed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TV #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HIST. ACCOUNT: |  $ |   | ACCNT NAME/# |   |
| GRAD SCHOOL: |  $ |   | ACCNT NAME/# |   |
| DEAN'S OFFICE: |  $ |  | ACCNT NAME/# |  |
|   | TOTAL FUNDING: | $ |  |  |  |   |

**Flight Itinerary request Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**€ Approved € Not Approved**

**Grad School Letter of Award received: \_\_**

**Funding Transferred to Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To Account #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean’s Office Letter of Award Received: \_\_**

**Transfer:**

**From Account #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**