

# REQUEST FOR AUTHORITY TO TRAVEL

## DEPARTMENT OF ANIMAL SCIENCES

*(Must be completed prior to travel and attached to travel reimbursement)*

Traveler:  UIN:

Supervisor:  Destination:

Estimated Departure: Date:  Time:   AM  PM

Estimated Return: Date:  Time:   AM  PM

Will you be representing any other University unit(s) on this trip?  Yes  No If yes, please specify:

Is there a possibility that this trip will, at least in part, be reimbursed from a non-University source?  Yes  No If yes, please specify:

**Purpose of trip (Please check all that apply and include details):**

Present paper/lecture/poster at professional or scientific meeting Title of Meeting:

Attend Conference for professional development Title of Conference:

Official University/College/Department representative function Function:

Collaborate with colleagues at another institution Institution:

Conduct research, obtain data, other Research Project:

Call on prospective donors/sponsors of projects/programs Contact names:

Recruitment of:  Faculty  Students

**No reimbursement requested** Checking this box means: **"I will not be requesting any reimbursement for this trip".**

C-FOP and title:

**NOTES:**

1. Additional approval may be required for Hatch, RRF/Multi-State and AH&D funds (211 Mumford Hall)
2. Additional approval may be required for Smith-Lever funds (214 Mumford hall)
3. Travel charged to Federal grants/contracts must be related to the sponsored research and there must be funds available in the account to cover the costs incurred.

**ESTIMATED EXPENSES:**

Travel:  Lodging:  Per Diem  Misc:

Traveler Signature  Date:

Supervisor Signature  Date:

Departmental Approval (Business Office, 110 ASL)  Date:

*Please review University travel regulations on the OBFS website ([http://www.obfs.uillinois.edu/manual/central\\_p/sec15-1.html](http://www.obfs.uillinois.edu/manual/central_p/sec15-1.html)).  
The University may deny reimbursement of travel-related expenses for failure to comply with University policies and procedures and applicable state regulations.*