

Information Science

Faculty: Student Travel Pre Approval Checklist

Faculty Name	
Student Name & Net ID	
Name and Dates of Conference	
Business Purpose: Must Include the 5W's-Who, What, When, Where, and Why	

Please check yes or no below of what you are going to cover and the account number you are using for the charges. If you are using multiple account numbers, please put the account numbers next to the appropriate items being covered.

NOTE: Once this form is completed, it must be emailed to the admin support person BY the faculty member that is covering the expenses. It cannot be accepted if sent by the student.

The section below needs to be completed by the faculty person covering expenses.

What is the faculty covering for trip? This section needs to be completed by the faculty person covering expenses.	Select Yes or No	Select \$ Or %	Enter \$ Value or % Amount to be Covered	Faculty Account Number: (If using Multiple Accounts be specific which account to what transactions listed below)
Conference Registration & Additional Workshops				
Airfare to and from Conference				
Lodging: Hotel, Airbnb, etc.				
Per Diem: For meals				
Personal Car mileage: related to travel				
Buses,Trains, Taxis, Ubers, Lyft's, etc.				
Rental Cars if required				
Airport and other parking fees				

Additional Notes

Date of approval	
Faculty Signature	

**By typing your above name, you agree to all the information listed on this document