

**Pre-Travel Request Form**

**Directions:** Complete **Form** and submit with university travel form, **3 weeks** prior to travel. *(Check with the University Travel Office regarding university required travel forms.)*

**Date of Submission:**Click or tap to enter a date.

**Title III Activity Title**:Click or tap here to enter text.

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| **Travelers Name** | **Job Title** | **Email** | **Campus Extension** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Name of Convention/Conference/Meeting/Workshop**:Click or tap here to enter text.

**Dates of Convention/Conference/Meetings:**Click or tap to enter a date.

**Is the purpose of your travel related to accreditation/reaffirmation? Choose an item.**

**Have you attended this conference/workshop/event before?** Choose an item.

\*If yes, please state why you are attending the conference again.

Click or tap here to enter text.

**What is the focus of this travel? Will you be presenting? If so, please provide details below. Title, etc..**

**How will you share information from this travel with other faculty in the college?**