

## Department of English

### *Request for Travel Expense Reimbursement*

Name \_\_\_\_\_

When \_\_\_\_\_

Where \_\_\_\_\_

Attending \_\_\_\_\_

\*Nature of Presentation \_\_\_\_\_

Title of Paper \_\_\_\_\_

#### Expense Estimates:

Transportation \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

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

Total \$ \_\_\_\_\_

#### Probable Mode of Transportation:

- Air, Train, Bus
- Private Vehicle or Car Pool
- Rental Car

**DO NOT WRITE BELOW THIS LINE**

Approved By: \_\_\_\_\_

Department Chair

Date: \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

**\*Please attach the letter accepting your conference presentation to this form.**