

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.**