

# COLLEGE OF DESIGN TRAVEL AUTHORIZATION

TRAVELER: \_\_\_\_\_ CAMPUS ADDRESS: \_\_\_\_\_  
OFFICE PHONE: \_\_\_\_\_ ISU ID #: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_  
DATE OF DEPARTURE: \_\_\_\_\_ DATE OF RETURN (LAST DAY OF TRAVEL): \_\_\_\_\_

1) PLACE OR PLACES TO BE VISITED WITH EXPECTED VISITING DATES:

2) JUSTIFICATION OF TRIP (STATE FULLY—DO NOT USE INITIALS FOR ORGANIZATIONS):

3) TITLE OF PAPER/PRESENTATION:

4) MISSED CLASSES BEING COVERED BY: (LIST SPECIFIC NAME OF SUBSTITUTE):

X

SIGNATURE OF TRAVELER

IF REQUESTING PROGRAM SUPPORT, PLEASE COMPLETE THE FOLLOWING AND SUBMIT FOR APPROVAL:

ESTIMATED EXPENSES:  
APPROVED BY DEPARTMENT:

ESTIMATED EXPENSES:

FUNDING

REGISTRATION FEE: \_\_\_\_\_

AMOUNT APPROVED:

TRANSPORTATION: \_\_\_\_\_

FUNDING ACCOUNT(S):

AIRFARE: \_\_\_\_\_

CHAIR SIGNATURE:

GROUND TRANSPORT: \_\_\_\_\_

DATE:

(INCLUDE TO/FROM AIRPORT)

COMMENTS:

PARKING:

HOTEL:

TOTAL ESTIMATED EXPENSES: \$ \_\_\_\_\_

THINGS TO REMEMBER: WE HAVE TWO OPTIONS FOR AIRLINE TICKETS!!

- 1) IF YOU WOULD LIKE THE PROGRAM TO PREPAY FOR YOUR AIRLINE TICKET, CONTACT TRAVEL AND TRANSPORT (515-292-8182) FOR AN ITINERARY AND PRICE AND HAVE THEM E-MAIL HOPE KEPLER @ HJKEPLER@IASTATE.EDU (146 DESIGN) THAT INFORMATION FOR AUTHORIZATION. (OR)
- 2) YOU MAY PURCHASE YOUR OWN TICKET, MAKING SURE YOU KEEP A DETAILED ITINERARY. PLEASE ASK FOR GUIDELINES AND APPROVAL PRIOR TO MAKING ANY PURCHASE ON-LINE!!

ORIGINAL DETAILED RECEIPTS MUST BE SUBMITTED FOR REIMBURSEMENT AND MUST BE SUBMITTED WITHIN 45 DAYS OF THE FINAL DATE OF TRAVEL.