Cash Advance Needed: ______

ESM REQUEST FOR TRAVEL
Please Pay Particular Attention to Instructions Regarding Out-of-Country Travel

- These instructions pertain to both General Funds and Research Funds.
- The forms must be submitted to the Financial Officer at least (3) weeks in advance of out-of-country travel.

Domestic Travel
Out-of-Country

I. DOMESTIC TRAVEL INFORMATION

Name ___________________________ Dept. ___________________________

Destination(s) ___________________________

Dates: Departure ___________ Return ___________ Mode of Travel ___________

Purpose of Travel (For professional meetings, include duties if any, also title and author(s) of any paper to be presented.)


Direct Billing of Airline Ticket(s)

Travel Agency ___________________________ Mode of Travel ___________ Amount Direct Billed: ___________

Comments to Travel Agency ___________________________

II. GENERAL INFORMATION TO BE COMPLETED FOR ALL TRAVEL

Estimated total expenses (i.e.: airfare, lodging, registration) to be assigned as follows:

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<th>Dept. #</th>
<th>Fund Name</th>
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<th>Amount</th>
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Total Research Funds

Total General Funds

Less Personal Contribution(____% ) or reimbursement by 3rd Party (____

Total Estimated Cost ___________

Approval is required from sponsor on research budget. (Yes) (No); if yes, date of approval letter ______

External support from NSF, State Department, or others has been sought:

(Yes) (No); with what results

III. APPROVALS

Department Head ___________________________ Date ______

*Associate Dean for Research ___________________________ Date ______

*Dean ___________________________ Date ______

*Signatures required for out-of-country travel ONLY!!!

Comments:

Req for Trav/ESC:12/09/94
Oral exam for Spoken English
Graduate students must have passed the

I may be reached as follows on each of the days of my absence

之间的学生姓名

Faculty or Graduate

Meeting Date(s) & Times

Marked Syllabus attached

Information on Classes for which faculty member is responsible during the period of proposed travel

Note: University and College policy requires a detailed syllabus be provided to all students during the first week of class and that all regularly scheduled classes be met.

INFORMATION REGARDING SUBSTITUTE TEACHING