

FACULTY TRAVEL REQUEST FORM

Tenured Faculty or Faculty on Renewable Contracts of at Least Half-Time Status in Arts and Sciences on Multi-Year Contracts

After completing this form, please obtain your Department Chair's signature and send it to the Office of the Dean of Arts and Sciences (DAS) at MS 138, or scan to asbudgetplan@brandeis.edu. Annual limit per faculty member of: **\$2,500** for travel in the USA and Canada, **or, \$3,000** if travel includes a destination outside the USA and Canada. Please plan ahead as the budget is limited and funding may not be available toward the end of the fiscal year. If you have questions, please contact Judy Thornton, Budget Administrator, at x64425 or jthornton@brandeis.edu.

Name of Traveler: _____

Department: _____ MS: _____ Phone #: _____

Name of Conference: _____

Paper to be Presented _____

or Other Official Role: _____

Location of Conference: _____

Dates of Conference: _____

Amount Requested:

Airfare or Travel Cost:

Hotel:

Registration:

Other:

Total Amount Requested: _____ \$0.00

DEPT. CHAIR APPROVAL: _____ DATE: _____

Your request for travel has been approved.

Amount Approved: _____

Authorized Approval Signature: _____

Date: _____

Please submit your Travel and Business Expense Report within **45 business days** of return from the trip. Remember to attach **original receipts** and have your Chair sign the form. Please send to DAS at MS 138.

Link to Travel and Expense report: <http://www.brandeis.edu/financialaffairs/allfinforms/index.html>

