

**College of Education, Health, and Human Sciences  
Faculty Travel Form  
2015-2016**

<b>Name</b>	<b>Date</b>
<b>Department</b>	<b>Office Phone</b>
<b>SARIF Funding Request for International Research Papers Yes/No (Abstract Required)</b>	

**FACULTY APPOINTMENT**

<i>Tenured</i>	<i>Tenure Track</i>	<i>Clinical/Research</i>
<b>Rank:</b>	<b>Rank:</b>	<b>Rank:</b>

**CONFERENCE INFORMATION**

<b>Complete Name of Conference/Location (City, State)</b>	<b>Travel Dates</b>

**Title of Paper or Presentation (Please attach copy of acceptance letter)**

**ESTIMATED COSTS**

Transportation	Cost Estimate	Notes/Comments
Airfare	\$	
Ground Transportation (personal auto, car rental, taxi, UT car)	\$	
Parking	\$	
Lodging	\$	
Meals	\$	
Conference Fees	\$	
Other	\$	
<b>Total</b>	<b>\$</b>	

**DEPARTMENTAL AND CONTRIBUTING ACCOUNTS**

Account Name and Number	Amount
	\$
	\$

Reviewed and Authorized: \_\_\_\_\_ Department Head

\*\*\*\*\***CEHHS Office Use**\*\*\*\*\*

**EHHS Instructional Support/E01-1705**

<b>Previous Support:</b>	<b>Support for this travel:</b>
<b>Additional Support/Notes:</b>	

Reviewed and Authorized: \_\_\_\_\_ Dean's Office

All travel requests must be submitted to Associate Dean Susan Benner at least one week prior to travel dates.  
Mandatory SARIF Request Deadline: 1 month before travel