

BALDWIN WALLACE UNIVERSITY
Travel Approval Form

FORM DUE AT LEAST ONE WEEK PRIOR TO PROPOSED TRAVEL. Failure to meet deadline could affect funding.

Name: _____ Dept: _____ Date: _____

Name of Meeting and Sponsoring Organization: _____

Date(s) of Meeting: _____ Location: _____

Purpose of Meeting: (How will it benefit me and the institution?) _____

What account(s) will you be using? Faculty Development Funds Other _____

Will you be presenting a paper? Yes No

Are you a primary officer of the national professional organization? Yes No

Is it a national conference? _____ Explanation (If necessary) _____

Estimate of Expenses: Auto (# of miles X .350 cents per mile): _____

Air Coach Fare Round Trip: _____

*Ticket Being Paid (please circle one):

Personal Credit Card

**Charged to BW

****Please submit copy of the air travel reservation form to Academic Affairs.**

Hotel: _____

Meals: _____

Registration Fee: _____

Other: _____

Total: _____

Explanation of Expenses (Attach extra sheet if necessary): _____

Faculty: _____

Signature

Approved: _____

Dept. or Div. Chair

Note: If approval is given and a cash advance is needed, it must be requested separately on a Purchase Order Request Form. The request will need to be approved by your Dept. /Div. Chair and then directed to the Associate Provost. One week is required by the Finance Dept. to process travel advances.

A Travel and Expense Report must be completed within 10 days of your return. T&E reports are located on MyBW → Finance Office forms.

Please return to Academic Affairs

Approved: _____

Provost Office

Balance in your Faculty Development Fund

(reimbursement not to exceed): _____