

PSYCHOLOGY APPLICATION FOR TRAVEL

Fill out and return this form to Kay's mailbox (1 month prior to travel)

Name: _____

Traveling from: _____ To: _____
Date Time Date Time

Destination: _____
City State

Purpose of Travel: For Conference presentations, give name of society (no abbreviations) and title of paper. If you are not presenting, what is the purpose of the trip? Please print clearly.

Name of Hotel: _____

University Duties to be cared for by the following people:

Administrative:

What: _____

Who: _____

Teaching: Class # Meeting Time Individual Responsible for Classes

Estimate of expenses:

Air _____ Rental Car Yes___ No___ Amt. _____

Taxi _____ Mileage Yes___ No___ Total Miles _____

Registration Fees _____ Motel _____

Other _____ Food _____

Do you need an advance? _____ Yes _____ No

Account number and amount: _____

Account Number

Amount

Account Number

Amount

Account Number

Amount

Approved by: _____

Lee M. Cohen, Chair