

FOREIGN TRAVEL

Full Name

Department

Account:

- Is this a grant?
- If so, was this travel written into the grant?
- Was it approved by the grant?

Dates of Travel

- Is any personal time to be taken?
- If so what dates?
- Please explain the personal nature.
- Will the account incur any costs for personal travel?
- If so, explain

Purpose

- Presentation? Please give title of presentation
- Deliver Paper? Please give title of paper
- Attend Conference? Please give full name of conference
- Receive an award? Please give name of award
- Invited to participate in conference? In what capacity?
- Panel participant or discussant? Please give name of panel.

Benefit to the University

- How will this travel benefit the University?
- Will it bring international recognition?
- If so, how?
- Will there be any financial benefit?
- If so, what type?
- Will there be any collaboration between universities?
- If so, what kind?