

Carl R. Woese Institute for Genomic Biology
Request for Authority To Travel

Name _____ UIN _____

Traveler's Home Department _____

Destination (City and State or Country) _____

Dates of Trip: From _____ To _____

Airline Ticket Purchase Needed? _____

Purpose of trip (Please check all that apply and include details):

Present invited paper/lecture/poster at professional or scientific meeting
Title of Meeting: _____

Present voluntary paper/poster at professional or scientific meeting
Title of Meeting: _____

Attend Conference for professional development
Title of Conference: _____

Official University/College/Department representative at function
Function: _____

Collaborate with colleagues at another institution
Institution: _____

Conduct research, obtain data, other
Title of Research Project: _____

Call on prospective donors/sponsors of projects/programs
Name of institution and contact: _____

Recruit: Faculty Students

Other (please explain): _____

Will you be reimbursed for travel expenses by any other sponsors for this trip? If so, please disclose below:

Traveler's Signature _____ Date _____ Print Name _____

Advisor's Signature (Required for Student Travel) _____ Date _____ Print Name _____

Home Department Approval _____ Date _____ Print Name _____

IGB Business Office Approval _____ Date _____ Print Name _____