**REQUEST FOR PROFESSIONAL TRAVEL SUPPORT/AUTHORIZATION**

***Submit International to Provost Office for Final Approval***

***Submit Non-International to Provost Office for Final Approval if Dean/VP***

Name: Date of Request:

Department: Position:

Destination:

Conference/Organization Name:

Dates of Travel: Are you presenting? □ Yes □ No

Title of research paper or description of other activities

Name/Contact of who will perform duties while gone

Attach a copy of the **proposal** you submitted and the **acceptance letter** from the conference.

If you are not presenting, attach a short (one page maximum) narrative describing the benefits of this travel to you, the department and/or the college.

**Estimated Cost** **Requested Support (if applicable)**

Transportation $ Department $

Food, lodging and other expenses $ College $

Registration fees $ Grant\*\* $

Total $ Other\*\* $

Total $

*\*\* Attach a short narrative describing the source of funds.*

**Approved Support:**

*(Please make sure all fund sources are signed off before coming to the Provost Office)*

Department $

Cost Center # Department Chair Signature Date

College $

Cost Center # College Business Manager Signature Date

Grants Fiscal $

Grant & Cost Center # Grant Administrator Signature Date

Other $

Other Name & Cost Center # Fund Advisor/Administrator Signature Date

**Travel Support Approved:**

In accordance with NIU Travel Guidelines and Restrictions (Executive Order 15-08)

Dean/Unit VP Signature Date Provost Office Signature Date

Rev’d 03/17/2015