

**DEPARTMENT OF ENGLISH**

**REQUEST FOR APPROVAL OF TRAVEL**  
*Please submit this form to the Executive Committee*

Name \_\_\_\_\_ Position \_\_\_\_\_ Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Inclusive Dates of Travel \_\_\_\_\_

Destination \_\_\_\_\_, \_\_\_\_\_ Principal Mode of Transportation \_\_\_\_\_  
City State Airline, Auto, Train

Purpose of travel and disposition of work \_\_\_\_\_

\_\_\_\_\_ TRAVEL ADVANCE FOR SUPER SAVER AIR FARE  
 Regular Fare \_\_\_\_\_ Airline \_\_\_\_\_ Super Saver Fare Amt. \_\_\_\_\_ Airline \_\_\_\_\_  
 Savings to UNT \_\_\_\_\_ Need check \_\_\_\_\_

\_\_\_\_\_ TRAVEL ADVANCE FOR EMPLOYEES WHO QUALIFY-90%  
 Need check by \_\_\_\_\_

Disposition of Classes \_\_\_\_\_

<b>Estimated Cost of Travel for Items below</b>	
Registration Fee	\$ _____
Transportation	\$ _____
Lodging, Meals	\$ _____
Other-Explain	\$ _____
Other-Explain	\$ _____
<b>Total</b>	<b>\$ _____</b>

Will you be requesting funds from another source? (yes or no) \_\_\_\_\_  
 If so, from whom? \_\_\_\_\_ and how much? \_\_\_\_\_

For Executive Committee Use Only: Amount \_\_\_\_\_ Approved \_\_\_\_\_  
 Account \_\_\_\_\_ Date \_\_\_\_\_

Please indicate your address here (student requests only):