

"Essential" Travel Justification

This form should be completed and routed for signature **before** initiating travel paperwork or encumbering funds for any travel other than domestic travel for the purpose of presenting scholarship. The approved form will be returned to the Traveler to include with the travel paperwork or upload as an attachment in the online travel system.

Traveler: _____

Destination: _____

Travel Dates: _____

Please provide a justification as to why the requested travel is "essential." *This form is not required for domestic travel for the purpose of presenting scholarship, but proof of presentation (e.g., an abstract acceptance or program summary) should be included with the Out of State travel request.*

- Officer of Organization.** Organization and Position: _____
- Accreditation.** Agency and role in the accreditation process: _____
- Other.** Please explain: _____

Others traveling to same conference:

- Faculty/Staff.** Please list names: _____
- Students.** Please list names: _____

Funding Source: _____

Chair's Approval: _____ Date: _____

Dean's Approval: _____ Date: _____

Academic Affairs' Approval: _____ Date: _____