

## "Essential" Travel Justification

This form should be completed and routed for signature **before** initiating travel paperwork or encumbering funds. The approved form will be returned to the Traveler to include with the travel paperwork or upload as an attachment to TEM.

Traveler: \_\_\_\_\_

Destination: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

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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: \_\_\_\_\_

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Chair's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Affairs' Approval: \_\_\_\_\_ Date: \_\_\_\_\_