

Department of History  
**Travel Approval Request Form**

**BASIC INFORMATION**

**Faculty Name**

**Today's Date**

**Destination(s)**

**Dates of Travel**

**Travel Type**

**BUSINESS PURPOSE**

Please provide all pertinent details of your trip in the below section, including as many of the following applicable information as possible:

**CONFERENCE**

- specific location of the conference
- name and theme of the conference
- title of paper you will be presenting
- name of session you will be attending
- any duties you will perform

**RESEARCH & OTHER PROFESSIONAL DEVELOPMENT**

- specific description of the activity that will take place
- research theme/topic of your project
- working title of your paper, article or book
- name(s) of the organization(s) involved
- places, monuments or institutions visited
- names and positions of individuals to be visited/consulted

**PERSONAL TRAVEL**

Will this trip include personal time? If so, please describe dates, location, and other relevant information:

**EXPENSES ESTIMATE**

Please provide the most accurate estimates possible, as they are necessary for determining the source of funding and receiving departmental approval

**Airfare**

**Conference Fees**

**Per Diem**

**Ground Transportation**

**Vehicle Rentals**

**TOTAL** *(admin use only)*

**Lodging**

**Other Expenses**

**FUNDING**

Please indicate which sources of funding you are requesting for reimbursement

**Department**

**Travel Fund**

**Faculty Professional**

**Development Funds**

**Combination**

**of Both**

Optional: If you have a preference for the source of the professional development funds you'd like allocated for this travel, please indicate index(es) or the title of the fund(s):

**SUBMISSION**

Please email your completed Travel Approval Request Form to the Department Travel Coordinator, Nick Mahlum, at [nmahlum@uoregon.edu](mailto:nmahlum@uoregon.edu) at least one week before the date of your intended travel.

**TRAVEL INFORMATION**

Be sure to keep a travel log to briefly document the business purpose for each day and submit original copies of all of your receipts for reimbursement within 90 days to the Department Travel Coordinator. More details about policies, guidelines and resources can be found here:

- History Department's dedicated travel page: [history.uoregon.edu/travel](http://history.uoregon.edu/travel)
- History Department's Certified Travel Coordinator Nick Mahlum: [nmahlum@uoregon.edu](mailto:nmahlum@uoregon.edu), 541.346.5901
- UO Business Affairs travel reimbursement page: [ba.uoregon.edu/content/travel-reimbursement](http://ba.uoregon.edu/content/travel-reimbursement)

**APPROVALS**

<b>Department Travel Coordinator</b> Approved	<b>Department Manager</b> Digital Approved	<b>Department Head</b> Approved
Digital Signature	Digital Signature	Digital Signature
Date	Date	Date
Comments	Index: Amount:  Index: Amount:  Index: Amount:  Comments	Comments