

TRAVEL INFORMATION:**SUBMIT AT LEAST 2 WEEKS BEFORE DEPARTURE DATE**Name of
Traveler

E-mail

Faculty

Staff

Student

Visitor

Destination

Departure
Date

Return Date

Non-
Conference
Travel
PurposeConference
Travel
Purpose

Giving a paper/poster presentation

Serving as a panelist, discussant, or chair

Serving as an officer or board member

Other (see next box)*

Conference
Travel
"Other"
Purpose*

Conference
Name**ESTIMATED COST FOR:****FUNDING SOURCE:**

Transport

Fund

Amount

Lodging

Fund

Amount

Meals

Fund

Amount

Registration

Fund

Amount

Other

Fund

Amount

TOTAL

TRAVEL REQUEST SIGNATURES OF APPROVAL:

Traveler

Date

Supervisor

Date

Department
Designee

Date

Direct all travel questions and completed forms to Teresa Hall: Teresa@vt.edu; 540-231-8454; Torgersen Hall 1180E