# Office of the University President

# Travel Order

Order Number: TO-UNI-2024-025

Date Issued: September 21, 2024

## 1. Employee Information:

Name: Dr. Jane Doe

Position: Associate Professor

College/Department: College of Arts and Sciences, Department of History

Employee ID: 2024-56789

## 2. Travel Information:

Destination: University of California, Berkeley

Travel Period: October 10, 2024 - October 15, 2024

Purpose of Travel: Attend and present a research paper at the Annual Historical Studies Conference

Accommodation: University Guest House, Berkeley

## 3. Travel Details:

Mode of Transportation: Air Travel (Economy Class)

Departure Date: October 10, 2024

Return Date: October 15, 2024

Travel Allowance: USD 1,200

Per Diem: As per university policy

## 4. Funding Source:

Budget Code: TRAVEL2024-ACADEMIC-CONFERENCE

Source of Funds: University Research Fund

## 5. Endorsements:

Recommended By: Dr. John Smith

Dean, College of Arts and Sciences

Date: September 20, 2024

Approved By: Dr. Alice Brown

Vice President for Academic Affairs

Date: September 21, 2024

## 6. Special Instructions:

Submission of conference report within 10 days of return.

Retain boarding passes and official receipts for liquidation and reimbursement.

Prepared by: Mary Johnson

Administrative Officer, Office of the VP for Academic Affairs

Date: September 21, 2024