

## Travel Cover Sheet

Name \_\_\_\_\_

Department \_\_\_\_\_

College / School / Department \_\_\_\_\_

Dates of travel \_\_\_\_\_

1. Budget where the funds will come from to support travel \_\_\_\_\_ Account # \_\_\_\_\_  
Are the funds coming from a grant? Yes \_\_\_\_\_ No \_\_\_\_\_ (Attach grant)

2. Are classes or work responsibilities of the individual travelling covered during the time of travel?

Yes \_\_\_\_\_ (By Whom)

No \_\_\_\_\_ (Please explain)

3. Is this travel, in your estimation, being used to further the professional growth of faculty, enhance a program, support research that is germane to the work / effort of the faculty, or other academic / professional research you deem appropriate?

Yes \_\_\_\_\_

No \_\_\_\_\_

Please Explain

4. Do we anticipate a formal presentation / paper from the individual traveling subsequent to their return?

Yes \_\_\_\_\_

No \_\_\_\_\_

5. Are you aware of any concerns pertaining to budget, mission of school, departmental needs, long term plans of faculty, associated with this travel request?

Yes \_\_\_\_\_ (Please Explain)

No \_\_\_\_\_

6. Are there any written stipulations or promises regarding such travel? If so, please attach to this cover sheet.

I approve \_\_\_\_\_ or deny \_\_\_\_\_ travel request

Department Chair (if appropriate) \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Provost or Designee \_\_\_\_\_ Date \_\_\_\_\_

*\*This document complements the NJCU existing travel policy (Effective January, 2013)*