



Education

University of Windsor

TRAVEL PRE-APPROVAL REQUEST

Information			
Date Submitted:		<div style="border: 1px solid black; background-color: #fff9c4; padding: 5px;"> <p style="text-align: center; margin: 0;">PLEASE NOTE</p> <p style="margin: 0;">Requests for travel advances and travel plans shall be submitted to the Dean before the commencement of travel. If the travel is cancelled or part of the monies advanced is not expended, the advance or part unexpended shall be returned immediately.</p> </div>	
Submitted by:			
Purpose of Travel:			
Destination (City):			
Departure Date:			
Return Date:			
Anticipated Expenses			
Type of Expense	Description of Expense		Expected Cost \$ CDN
Auto/Air/Rail:			\$
Taxis/Bus:			\$
Registration Fees:			\$
Lodging:			\$
Meals and Tips:			\$
Other:			\$
Total Estimated Expenses			\$
Account to be Charged			
		<u>Amount to apply</u>	
Professional Development Funds	_____	\$	_____
Research Grant # (specify)	_____	\$	_____
Research Grant # (specify)	_____	\$	_____
Operating Account	_____	\$	_____
Trust Account # (specify)	_____	\$	_____
Additional Information (please include name of traveller if different than the requestor)			
For Office Use Only			
Comments:			
Approved by:			
Print Name	Signature	Date	
<i>*Please note that this approval depends on the availability of sufficient funds in the specified account to be charged.</i>			