

# TRAVEL REQUEST

Department: ENGLISH

Please submit completed form(s) to Tanya Gonzales

**NOTE:** One completed request per destination is required. If submitting multiple requests please indicate priority.

Name: \_\_\_\_\_ WSU ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**PURPOSE OF TRAVEL:**

- Attending and presenting at conference.  
Conference title: \_\_\_\_\_  
Association/Affiliation: \_\_\_\_\_  
Destination/location: \_\_\_\_\_
- Attending and participating in a workshop/panel.  
Conference title: \_\_\_\_\_  
Association/Affiliation: \_\_\_\_\_  
Destination/location: \_\_\_\_\_
- Research.  
Destination/location: \_\_\_\_\_  
Objective: \_\_\_\_\_

**TRAVEL DATES:**

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

**ESTIMATE OF EXPENSES:**

- \$ \_\_\_\_\_ Air Transportation: *Departmental travel must be done through a state-contracted agency. The purchase of airfare should be done using department CTA or WSU corporate card. Local agent: Global Travel 509.332.1212. Travelers should not use Expedia/Travelocity/etc to purchase tickets.*
- \$ \_\_\_\_\_ Ground Transportation [Circle one: Personal car, Motor pool, Rental Car, Train, Shuttle/Taxi]
- \$ \_\_\_\_\_ Conference registration
- \$ \_\_\_\_\_ Lodging Rate
- \$ \_\_\_\_\_ Other miscellaneous, *please list* \_\_\_\_\_
- \$ \_\_\_\_\_ *Estimated total expenses*

**OUTSIDE FUNDING SOURCE(S):**

Have you applied for or are you receiving outside assistance/funding? If so, please list source: \_\_\_\_\_

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- \_\_\_\_\_ Travel request **approved** with department funding. Dollar limit: \$ \_\_\_\_\_
- \_\_\_\_\_ Travel request **approved** but without department funding.
- \_\_\_\_\_ Travel request not approved.

\_\_\_\_\_  
Todd Butler, Chair

Travel Request: \_\_\_\_\_ Budg/Proj: \_\_\_\_\_ Travel Authority: \_\_\_\_\_