

## TRAVEL REQUEST REQUIRED DOCUMENTATION CHECKLIST

The following items must be submitted when requesting funding for professional travel:

- \_\_\_ Request for Support Form (signed by traveler and department head)
- \_\_\_ Travel Authorization Form (signed by traveler and department head)
- \_\_\_ Copy of brochure with conference information (location, hotel, registration, etc.)
- \_\_\_ Copy of acceptance letter to present at conference (if applicable)

**Please note:** A failure to include all required documentation will result in a delay in considering your request.

*Funding request are approved based on the availability of funding and funding criteria.*

My signature below indicates I have included all required documentation.

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**Signature**

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**Date**