

Faculty Travel Request

Overview

A faculty member can seek support from the Dean's Office for up to \$500 to offset their costs associated with traveling to conferences by completing a [Faculty Travel Request](#).

Once completed the travel request must be signed by the department chair and then submitted to the Business Office. The Business Office will review and return a copy to the relevant department with a notation that either it will or will not support the travel.

In order for the faculty member to be reimbursed a [travel voucher](#) must be submitted to the business office referencing the relevant Faculty Travel Chart String:

15-21301-00016-56XXXX-277046

Related Page

- [Travel Vouchers](#)

Disbursements

- [Employee Expense Reimbursement](#)
- [Faculty Travel Request](#)
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- [Requisitions](#)
- [Stipend Payments](#)
- [Travel Vouchers](#)

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- [Fellowship Process Flow Chart](#)
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- [Graduate Student Travel Grant Program](#)
- [Part-Time Instructor \(PTI\) Requests](#)
- [Reconfigure Student Award](#)

Human Resources/Payroll

- [Employee Payrate/Chartstring Change](#)
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- [Hiring Temporary Employees](#)
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Content by label

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[Back to Top](#)