Carl R. Woese Institute for Genomic Biology
Request for Authority To Travel

Name _____ UIN _____

Traveler's Home Department _____

Destination (City and State or Country) _____

Dates of Trip: From _____ To _____

Airline Ticket Purchase Needed? _____

Purpose of trip (Please check all that apply and include details):

- ☐ Present invited paper/lecture/poster at professional or scientific meeting
  Title of Meeting: _____
- ☐ Present voluntary paper/poster at professional or scientific meeting
  Title of Meeting: _____
- ☐ Attend Conference for professional development
  Title of Conference: _____
- ☐ Official University/College/Department representative at function
  Function: _____
- ☐ Collaborate with colleagues at another institution
  Institution: _____
- ☐ Conduct research, obtain data, other
  Title of Research Project: _____
- ☐ Call on prospective donors/sponsors of projects/programs
  Name of institution and contact: _____
- ☐ Recruit: Faculty ☐ Students ☐
- ☐ Other (please explain): _____

Will you be reimbursed for travel expenses by any other sponsors for this trip? If so, please disclose below:

_____

_____

_____

Traveler's Signature	Date	Print Name
Advisor's Signature (Required for Student Travel)	Date	Print Name
Home Department Approval	Date	Print Name
IGB Business Office Approval	Date	Print Name