

# INTERNATIONAL CENTER

## Proposed Travel Approval Form

Area: \_\_\_\_\_

Name: \_\_\_\_\_

Name and Type of Travel Participation: (please circle) \_\_\_\_\_  
**Conference   Recruitment Trip   Site Visit   Training & Seminar   Other**

Dates of Travel: \_\_\_\_\_

\$ IC Department Travel Budget Proposed Amount: \_\_\_\_\_

\$ from other sources (please explain): \_\_\_\_\_

Why is the proposed travel critical to the mission of The International Center?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requester: \_\_\_\_\_

Date: \_\_\_\_\_

IC Executive Director's Approval: \_\_\_\_\_

Date: \_\_\_\_\_

IC Financial Officer's Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Assoc. Provost's Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Provost Financial Officer's Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_