

Philosophy Department R&A Request



Traveler Information	
Today's Date	
Name (as it appears on driver's license)	
Departure or Home Address	
Destination Address	
Departure Date	
Return Date	
Personal Travel	Are you using any personal time on this trip? <input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose	<input type="checkbox"/> Meeting/Conference <input type="checkbox"/> Recruiting <input type="checkbox"/> Field Trip <input type="checkbox"/> Research <input type="checkbox"/> Other
Purpose and details of the travel: <i>Ex: For a conference indicate if you will be presenting a paper, participating or attending. Include title of your paper and the dates of the conference.</i>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Class Coverage	Will Classes be missed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how will classes be covered: <hr/>
COVID precautions	What precautions have you/will you take to travel safely with regards to COVID?
Travel Method	<input type="checkbox"/> Plane <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Car <input type="checkbox"/> Rental Car
Authorization Number	Air/Train number needed? <input type="checkbox"/>
Lodging Information	Is the hotel at the conference site? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, must provide 3 hotels & select the cheapest
Support	Are you requesting funds? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will you be using <input type="checkbox"/> Dept. <input type="checkbox"/> Dean's <input type="checkbox"/> Foundation <input type="checkbox"/> Other
Support Amount	\$ _____