

LTI TRAVEL AUTHORIZATION FORM

Amended January 2020

- Please type or print clearly to fill out the form
- Make sure to fill out all of the required fields
- For more information please refer to the LTI Travel Authorization and Reimbursement Guidelines.

Authorization Form submission date:

(MM/DD/YYYY)

Section 1: Traveler Information

First Name: Last Name: Andrew ID:

Program: Advisor Name:

Destination: Dates of Travel: Event Dates:

(MM/DD/YYYY - MM/DD/YYYY)

(MM/DD/YYYY - MM/DD/YYYY)

Full Name of Conference:

Title of Paper (if applicable):

If sharing lodging, please state roommate name here:

Section 2: Advisor Approval

I approve of the above student travel and will pay for (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Conference Registration Fee | <input type="checkbox"/> Visa |
| <input type="checkbox"/> Conference Membership Fee | <input type="checkbox"/> Airfare |
| <input type="checkbox"/> Lodging | <input type="checkbox"/> Rental Car |
| <input type="checkbox"/> Ground Transportation | <input type="checkbox"/> Daily Meals (Actual Cost) |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Daily Meals (\$40 per diem) |

Advisor Signature

If only approving a limited amount of funding for the applicant's trip, state amount:

Project name or reference for charging:

Discretionary Sponsored / Federal

Section 3: Student Signature

I have read and agree to the Language Technologies Institute's travel policies:

Student Signature

Section 4: Complete only if requesting departmental funding

- If funding is unavailable from the student's advisor for conference travel, advisor may request departmental funding (only for currently enrolled students).
- Departmental funding is available only once per academic year per student (academic year begins September 1)

- Presenting refereed paper (\$750 max)
- Attending conference/workshop (\$250 max)

Department Signature Authorization
Up for consideration AFTER the form is submitted