

# 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"/>                           |

*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