

# Travel Approval

## Graduate Student Travel ~ Mathematics Department

**INSTRUCTIONS:**

All graduate students must fill out the first page of this form, and return to Tori, prior to travel when going on a research trip, any travel where any TA or teaching duties are missed, and any extended personal trip (including summers). If you are the sole instructor for a course, your advisor's signature is enough, otherwise you will need a signature from the instructor or course Chair.

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

Advisor: \_\_\_\_\_

Date(s) of Absence from the University: \_\_\_\_\_

Purpose of Travel(s) and Destination(s): \_\_\_\_\_

TA duties/Teaching duties to be missed while traveling:

Course Number:	_____	_____	_____
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Course Name:	_____	_____	_____
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Instructor:	_____	_____	_____
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Course Chair:	_____	_____	_____
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Hours:	_____	_____	_____
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Dates:	_____	_____	_____
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Provisions made for handling classes/duties to be missed: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

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

Instructor or Course Chair's Signature: \_\_\_\_\_

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