

**Carol A. Ammon**  
**College of Liberal Arts & Social Sciences**

**TRAVEL AUTHORIZATION ADDENDUM**

Teaching faculty planning conference or other work-related travel must complete and submit this form if:

- a) the trip occurs between the fourth Monday of August and last day of May (Article 10.1), or
- b) the trip occurs during the summer months when they are teaching or have other assigned duties on campus.

You should complete all applicable portions of this form and **upload as part of your travel authorization in Concur**. Please remember that your trip has not been approved until after both the Dean's Office and the Travel Office have approved. You should not purchase airfare/train/bus tickets, pay conference registration, book non-refundable lodging, etc., until after the trip is approved.

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

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_ Destination: \_\_\_\_\_

*If your departure date is in less than 14 calendar days, you must submit a [Policy Exception Form](#).*

**If you will miss any classes or other assigned responsibilities, please indicate how they will be covered.**

I am traveling to...

- attend a conference and deliver a paper or present a poster.
- attend a conference and chair a session or be a discussant.
- attend a conference/workshop only.

*Please attach a verification of your role at the conference; a copy of a printed announcement or webpage, a copy of the letter/email that verifies your role, or a copy of a page from the program that lists your part in the session.*

I am requesting additional funds from the Dean's Office.

I will receive additional support not shown on my travel authorization (including payments in kind such as hotel accommodations, meals, etc.). *If so, please provide additional information below.*

Comments:

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