

Department of Modern Languages and Literatures
Travel Request Form

Name _____

Destination _____

(include city, state, and country)

Leaving on _____

Returning on _____

**Note: These dates must
match airline ticket**

Purpose of travel (be specific) _____

Benefits to UTSA _____

Will you receive an honorarium or any other form of remuneration? _____

Yes

No

If yes, how much? _____

Disposition of work while absent _____

Copy of conference program attached _____

Yes

No

List other sources of funding you have pursued or are pursuing: _____

Funds requested:

Transportation _____

Hotel _____

Per Diem _____

Miscellaneous _____

Total _____

No cost to UTSA _____

Traveler Signature _____

Date _____

(Note: completion of this form does not guarantee funding from MLL)

Office use only

Funds Allocated _____

Account(s) to charge _____

CLIBA used ? _____

Federal per diem / meals (MIE) \$ _____

Federal lodging max \$ _____

Approved by: _____