

UNM Department of Anthropology

Pre Approval Travel Request and Travel Funding Request

All faculty must provide a travel request for pre-approval to the Department Chair prior to travel in order to inform the department of planned leave, how scheduled classes and other responsibilities will be covered during your normal work hours. This applies to all travel **within regular working hours**, regardless of whether reimbursement/funding is requested, or if it is personal/non-work related travel. During the summer months, this form is required if you will be using University funds to support travel. ***For non-faculty or non-UNM constituents that will be paid from UNM funds, the pre-approval form is also required.***

To request pre-approval, please email this completed form to the Department Chair and Department Administrator. For grant funded requests, the Principal Investigator is also required on the pre-approval form.

Name _____ Date _____

Emergency Contact Name _____ Phone _____

Travel Dates

Beginning date of travel/departure (month/day/year) _____

Ending date of travel/return date (month/day/year) _____

Destination(s) _____

Type of Travel (**check all that apply**) Business/Professional ____ Personal ____ Other ____

Purpose of Professional or Other Travel*

Approximate budget (if claiming reimbursement or using P Card)

Airfare	
Lodging	
Ground Transportation	
Conference or Other Fees	
Per Diem or Meal Cost	
Other Costs	
TOTAL ESTIMATED BUDGET	

I am requesting:

Departmental Travel Funds**: Yes ____ No ____

Grant Funds***: Yes ____ No ____ (if yes please provide index number _____)

Other (please explain): _____

Work Responsibilities

Classes Missed (and how they will be covered)

Other

Pre-Approval

Principal Investigator (if applicable) _____ Date _____

Department Chair _____ Date _____

****Please attach copies of paper Abstracts, Conference Fliers, description of symposium or training program, or justification for special purpose travel as applicable***

*****Departmental Travel Funds refer to faculty travel allocation funds from the College of Arts and Sciences or the Overstreet Foundation funds.***

******The Principal Investigator signature is required for grant funding requests.***