

## 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.***

Please review [UNM Administrative Policies and Procedures Manual - Policy 4030: Travel](#)

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	
<b>TOTAL ESTIMATED BUDGET</b>	

**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.***