

Department of Electrical and Computer Engineering
Pre-travel documentation

This form serves four purposes:

1. To notify the department of a work-related absence.
2. To provide your contact information during travel in case of emergencies or other need to contact.
3. To document approval of spending for any commitments of departmental resources.
4. To request use of departmental Procard for advance purchases of airline reservations or conference pre-registrations.

Please submit form to Kristen Pickett in 453 FPAT.

Note: this form contains all information required by the UK "IRIS Absence Record" for official university travel, and all information on the "Request for Authorization of Out-of-State/Country/Travel" form.

Provide the following information:

- Faculty Name: _____
- Faculty Signature and Date: _____
- Contact information while gone: _____
(example, cell phone: 859-555-555. Could give hotel number or other contact number)
- Purpose of trip: _____

(example: to attend the American Control Conference to present a paper and serve as session chair)

Provide the following information regarding *travel*:

- Destination (City, Country, Hotel): _____
(example: New York City, Marriott Marquis hotel)
- Departure date and time: _____
- Return date and time: _____
- Mode of travel: _____
(examples: air, personal car, state vehicle)

Provide the following information regarding *expenses*:

- Account to charge for expenses (brief name and account number): _____

(example: TVA account: account number 121xxxxxxx)
- Will you be charging airfare to the department Procard? _____
Amount and carrier (if known): _____
- Will you be charging conference registration to the department Procard? _____
Amount and organization (if known): _____

If using any departmental resources (as opposed to grant or contract funds) for this travel, please document the justification and any prior correspondence with the Chair. Also include estimates of expenses (travel costs, lodging, subsistence, registration costs, etc.)