



BOSTON COLLEGE

Morrissey College of Arts and Sciences

Faculty Travel Request Form

This request, along with a copy of the conference program or the conference URL, must be submitted to Joyce Mannix in Gasson 104 at least six weeks prior to departure.

Department

Department Chairperson

Faculty Member

Current Date

Conference Location

Conference Name

Conference Start Date

Conference End Date

Purpose of Attending Conference

Expenses

Airfare

Ground Transportation

Lodging and Meals (w/o receipts lodging \$50, meals \$30)

Registration Fee

Total

Only trip for current fiscal year? Yes No

Chairperson's Approval

Date

Dean's Office Approval

Date