

Travel Cover Sheet

Name _____

Department _____

College / School / Department _____

Dates of travel _____

1. Budget where the funds will come from to support travel _____ Account # _____
Are the funds coming from a grant? Yes _____ No _____ (Attach grant)

2. Are classes or work responsibilities of the individual travelling covered during the time of travel?
Yes _____ (By Whom)
No _____ (Please explain)

3. Is this travel, in your estimation, being used to further the professional growth of faculty, enhance a program, support research that is germane to the work / effort of the faculty, or other academic / professional research you deem appropriate?
Yes _____
No _____
Please Explain

4. Do we anticipate a formal presentation / paper from the individual traveling subsequent to their return?
Yes _____
No _____

5. Are you aware of any concerns pertaining to budget, mission of school, departmental needs, long term plans of faculty, associated with this travel request?

Yes _____ (Please Explain)

No _____

6. Are there any written stipulations or promises regarding such travel? If so, please attach to this cover sheet.

I approve _____ or deny _____ travel request

Department Chair (if appropriate) _____ Date _____

Dean _____ Date _____

Provost or Designee _____ Date _____

**This document complements the NJCU existing travel policy (Effective January, 2013)*