

**CASE WESTERN RESERVE UNIVERSITY**  
**Department of Modern Languages & Literatures**  
**Request for Travel Support**

Travel requests for the year (July 1 to June 30) should be submitted by the end of Sept. to the chair, and sooner if possible. If requests are not submitted well before travel, funds cannot be guaranteed. The normal department limit for travel funds per fiscal year is \$1,000 per tenured and tenure-track faculty member. Instructors, visitors, and lecturers may expect up to \$500. The exact amount will depend on total request received. Funds are contingent upon availability.

**THIS FORM SHOULD GO TO THE CHAIR; YOU WILL RECEIVE A COPY WITH THE AUTHORIZED AMOUNT**

DMLL Travel Policy is to support faculty whose travel is to read a refereed paper.

Eligible Expenses are:

- Cheapest airfare available or mileage at the University approved rate (currently \$.405 cents per mile) for use of personal vehicle (airport parking is not included). Please see Desirée for information about university-preferred travel agencies
- Airport limousine or shuttle to and from hotel and airport-- in host city only
- Hotel (half double-occupancy rate is preferred)
- Food (\$10 breakfast, \$12 lunch and \$26 dinner) you will need receipts for everything
- Conference registration fee

**Fill in All Appropriate Information:**

Name of traveler: \_\_\_\_\_

Travel dates: from \_\_\_\_\_ to \_\_\_\_\_ destination: \_\_\_\_\_

Reason for travel: \_\_\_\_\_

Title of paper (please submit the title as it appears on the program): \_\_\_\_\_

Name of organization/association: \_\_\_\_\_

**FUNDS REQUESTED:** Airfare: \$ \_\_\_\_\_ or Mileage @ \$.405: \_\_\_\_\_  
Airport shuttle (destination city only): \$ \_\_\_\_\_  
Hotel: \$ \_\_\_\_\_  
Food: \$ \_\_\_\_\_  
Registration fee: \$ \_\_\_\_\_  
TOTAL REQUESTED: \$ \_\_\_\_\_

**CLASSES MISSED:** List here any classes that you will miss as a result of travel and the arrangements you have made for them in your absence. The request cannot be honored without this information.

| <u>CLASS</u> | <u>DAY/TIME</u> | <u>ARRANGEMENTS</u> |
|--------------|-----------------|---------------------|
|--------------|-----------------|---------------------|

**TOTAL APPROVED AMOUNT \$ \_\_\_\_\_**

**APPROVED:** \_\_\_\_\_  
Department Chair

**DATE:** \_\_\_\_\_

**DEPARTMENT ASSISTANT RECEIVED:** \_\_\_\_\_  
Initial

**DATE:** \_\_\_\_\_