

**School of Arts & Sciences
Travel Authorization Addendum**

Please fill out all portions of this form and attach it to your travel authorization. Your TA will be delayed if this form is not fully completed.

Name: _____

Travel dates: From _____ To _____

Destination: _____

___ I will be attending a conference and delivering a paper or presenting a poster.

___ I will be attending a conference and will chair a session or be a discussant.

___ I will be attending a conference/workshop only.

Comments:

Please attach a verification of your role at the conference. If you are attending a conference, include a copy of a printed announcement or a web page. If you are presenting a paper or a poster, or will serve as a discussant or session chair, you should include a copy of the letter or email that verifies your role, or a copy of a page from the program (either printed or from the web) that lists your part in the session. If you are presenting a paper and the written verification does not include the title of your paper, you should enter the title below.

If you will miss any classes, please indicate how the classes will be covered.

___ I am requesting additional funds from the dean's office

___ I will receive additional support not shown on my travel authorization
(including payments in kind such as hotel accommodations, meals, etc.)

Additional comments:

Signature: _____

Date: _____