

**Department of Pathology Request for
Departmental Support for Presentations**

ALL requests for departmental support of travel for presentations must be submitted **PRIOR TO** making travel arrangements.

Requests for departmental support of:

Presentations within the UNITED STATES - require advance submission of the completed form to David Johnson.

INTERNATIONAL presentations - require advance approval by the Chair (signature area below), with submission of the completed form to David Johnson.

_____ **Department Chair Approval**

_____ **Date**

Faculty name: _____

I AM PRESENTING YES NO (If no, why is department support being requested?)

Title of Presentation: _____ (Attach abstract)

Name of Meeting: _____
(Please attach descriptive brochure or other official conference information.)

Location: _____ Dates: ___/___/___ TO ___/___/___

Type of Support needed: air fare hotel accommodations
 car meals

Please note:

- You must turn in this form and receive approval before making travel arrangements.
- Attach** all pertinent seminar brochures, informational materials, or registration forms.
- Keep all receipts** during your trip for expense reimbursement documentation.

Applicants Signature: _____

Office Use Only _____

Date Rec'd: _____ Travel Balance: \$ _____