



Itinerary for University-funded Travel

Include the following information for each travel reason:

Conference – Include conference name, location, and dates

Research – Include dates, locations (be specific include names of archives, museum, etc.), and what you will be researching

Invited Guest Lecture – Include dates, location, and invitation (submit with Travel Authorization form)

Meeting/Collaboration with a colleague – Include dates, location, names of persons, and reason for meeting/what will be discussed

Other – Include dates, location, and specific details on the nature of the travel

Date:
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Daily itinerary for University related activity (details of conference, research, lecture, meeting, other):

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