

**Travel Combining University Business and Personal Travel  
Prior Department Chair Approval**

Date of Departure: \_\_\_\_\_

Business travel dates: \_\_\_\_\_

Personal travel dates: \_\_\_\_\_

Date of Return: \_\_\_\_\_

The primary purpose of the this trip is for \_\_\_\_\_  
(faculty/staff/student name)

to \_\_\_\_\_

\_\_\_\_\_  
(ie; attend conference, present a paper, visit for research, etc)

which contributes importantly to \_\_\_\_\_  
(ie; research agenda, maintain certification or accreditation, etc.)

Comparable airfare/accommodation quotes attached if applicable: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Faculty/Staff/Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept Chair Approval

\_\_\_\_\_  
Date

Dept of City and Regional Planning Dept # 315600

New East, CB # 3140