Travel Proposal Form for Department of Architecture Subject-Related Travel

Please complete the form below and submit to Andreea O’Connell and Doug Le Vie by the deadline.

The form below is based on established criteria (see Travel Guidelines) in order to evaluate requests equitably. This will allow the Head, Associate Head, and staff to review requests and make decisions on an equitable basis. Proposals need not be long; just the five items below, and any other information that you feel is pertinent to the proposal. Questions about the proposal process may be addressed to the Administrative Officer.

**Department of Architecture Travel Proposal Form**

Please explain the value of the proposed travel to the subject matter.

*Note: the travel *must* be an integral part of the course, not just an enrichment opportunity*

Travel destination: ________________________________

Dates of travel: from ______ to ______

Give a brief itinerary and explanation of activities, with justification for travel outside acceptable periods.

# of travelers (estimate): ______

Cost of transportation and accommodations (can include one group meal):

Explanation of matching support, if any:

Explanation of whether or not the trip is a requirement for all enrolled in the subject.

Other information you feel is pertinent to the proposal:

Don’t forget — all travelers must complete the Emergency Contact form!