

**Department of Mathematical Sciences**  
**ABSENCE NOTIFICATION - TRAVEL REQUEST**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

**DEPARTURE DATE:** \_\_\_\_\_ **RETURN DATE:** \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLASS ASSIGNMENTS WILL BE HANDLED BY:** \_\_\_\_\_

*If requesting financial support from the department or grant, please complete the section below.*

**RR/Plane** \$ \_\_\_\_\_ **Grant Funds (if applicable)**

*(include boarding passes)*

**Shuttle** \$ \_\_\_\_\_

\_\_\_\_\_  
*(Acct. Title & Code)*

**Mileage @ 0.50** \$ \_\_\_\_\_

**Hotel Room** \$ \_\_\_\_\_

\$ \_\_\_\_\_ **Department Funding Requested**

**Per Diem:** \$ \_\_\_\_\_ /day

\_\_\_\_\_  
*(Acct. Code)*

**1<sup>st</sup>/last day @ 75%:** \$ \_\_\_\_\_

\_\_\_\_\_ **full days:** \$ \_\_\_\_\_

\$ \_\_\_\_\_ **International Funding Requested**

*(Complete ITA request form and attach.)*

*Max: \$750 (Contingent on available funds.)*

*Award confirmation e-mailed from ITA.*

<http://international.udel.edu/projects/travelawards/default.htm>

**TOTAL EXPENSE** \$ \_\_\_\_\_

**Funding Approval / Pamela Irwin**

**John A. Pelesko, Chair**