

## Request For MCL Travel Funds

### MCL Funding

Faculty Name \_\_\_\_\_

Date of request: \_\_\_\_\_

Amount requested \$ \_\_\_\_\_

### Other Funding

Faculty Scholarship or Internationalization funding? YES\_\_NO\_\_

Amount: \$ \_\_\_\_\_

Purpose and date of Trip:

NOTE: No authorities to travel will be approved nor any subsequent expense statements without this completed and approved form on file in the Department of Modern and Classical Languages. Changes are not allowed to an authority to travel. If you have an approved authority to travel and must make any changes, the original authority to travel must first be cancelled by contacting the accounts payable office. A new request for MCL funding and a new authority to travel must be completed.

Department Head Approval YES\_\_NO\_\_

Signature: \_\_\_\_\_

Date:

Amount Approved: \$ \_\_\_\_\_

Budget to charge

TESOL\_\_

MCL\_\_

SFP\_\_

Other \_\_\_\_/Indicate Budget \_\_\_\_\_