University of Illinois at Chicago
College of Engineering
Department of Electrical and Computer Engineering

This form is to be filed in the Department. Please print or type the following information:

Date of Request _____

Traveler's Name _____

Destination(s) _____

Date of Departure _____

Duration of Trip (days) _____

_____ _____
Amount of Request **Source of Funding**

Purpose of Trip (i.e. name(s) of event(s), etc.)

Coverage of Classes and/or Other Duties

Traveler's Signature: **Department Approval:**

_____ _____
Name **Date** **Department Head** **Date**