

APPROVAL FOR DEPARTMENT FUNDING OF TRAVEL
PATHOLOGY AND LABORATORY MEDICINE

I am requesting approval to use department funds to cover travel above my discretionary account (up to \$1200). A copy of the syllabus, meeting agenda or other appropriate documentation is attached for review. An estimation of expenses and justification is listed below.

Today's Date: _____

Submitted by: _____

Meeting/Course _____

Dates of attendance _____

Registration \$ _____

Airline \$ _____

Hotel \$ _____

Other \$ _____

Total estimation \$ _____

Reason for attendance: _____

Comments:

Program Director Signature: _____

FOR BUSINESS OFFICE COMPLETION ONLY

Discretionary balance: _____

Other planned travel: _____

Please give this form and back up documentation to Mrs. Isaac or Mrs. Hurak as soon as you are aware of your travel plans to allow time for processing and routing to Dr. Bachner. Thank you.

Final approval: Dr. Paul Bachner,
Chairman
