

## Faculty Travel Request Chair Approval Form

For use when submissions are not peer reviewed or invited

Faculty Signature:		Date:	
--------------------	--	-------	--

I certify that the presentation, performance, or exhibition below is at an event (such as an academic conference) that the department accepts in tenure and promotion decisions and performance evaluations.

Chair Signature:		Date:	
------------------	--	-------	--

Name: \_\_\_\_\_ 800# \_\_\_\_\_

Department: \_\_\_\_\_ SIUE Email: \_\_\_\_\_

**Request must be received in the Graduate School at least 2 weeks prior to date of departure.**

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Destination: \_\_\_\_\_

**Name of Conference/Event:** \_\_\_\_\_

**Title of Presentation/Creative Activity:** \_\_\_\_\_