



Domestic Travel Request

This form is for Domestic Travel only and must be submitted/approved before TCU funds can be committed. For International Travel - visit the [Center for International Studies Travel Registration website](#). Please submit this form to **Tracy Rohrer** (t.rohrer@tcu.edu) in the Dean's Office after it is approved at the Unit level.

Name of Traveler:	
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Sponsoring Department or Unit:	
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Date(s) of Travel:	
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Mode of Travel (Air/Drive):	
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Location(s) of Travel: (Domestic Only)	
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Provide a brief itinerary along with a health & safety plan: (Attach if additional space is required)	
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Purpose of Travel - including why the location and timing of this travel is consistent with the mission of the University or the priorities of the College of Fine Arts:

Will this trip include/sponsor TCU student travelers?	YES		NO	

*If answer above is YES, you must work with the Center for International Studies for registration and approval - this is above the Dean's Office.	
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Form Updated 3/15/22

I request approval for this domestic travel:

Traveler Name:		Date:	
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I have reviewed the domestic travel proposal including the health & safety plan. I approve this travel, noting that the travel:

- is mission critical.
- is consistent with the priorities of the College of Fine Arts.
- adheres to current University guidance for health and safety.

Chair/Director:

Name (printed)		Date	
Chair/Director Signature			

Dean:

Dean Signature		Date	
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This space provided for notes or caveats included with approval:
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