



STUDENT TRAVEL NOTIFICATION FORM

Return to:

Ms. Leann McElhaney
Office of the Dean
201 Morgan Hall
2621 Morgan Circle

Phone: 865-974-7303
Fax: 865-974-9329

Department name: _____

Budget: E01-11 _____

College travel funds charged to: R01-11 _____

Name of Conference/Competition: _____

Location (city, state): _____

Dates of attendance _____

Submit to Office of the Dean two weeks prior to travel.
Travel authorizations *will not be reviewed and approved* in IRIS without
this document.

Department head signature and date:
(required)

This form is intended for use by department heads to notify the Office of the Dean of approved student travel allocations.

Graduate students complete the Graduate Student Senate travel form.

If graduate students missed the GSS application deadline, then complete this form to notify the Office of the Dean of any travel funds allocation awarded by the department head.

Student Names (include name of accompanying faculty member)	Student IDs	IRIS Travel Document No.	Maximum allocation or actual expense covered, i.e., van
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total			

Additional notes/comments:

