

CFA TRAVEL REQUEST FORM



Loyola Marymount University
1 LMU Drive
Los Angeles, CA 90045-2659

First Trip Due Date: 12/5/25
Second Trip Additional Trip:

Name _____ Phone _____ Date of Request _____
Department _____ Email _____
Budget # _____

Purpose of Travel:

Description of Active
Participation (Required):

Destination:

Date of Departure:

Date of Return:

Means of Transportation:

Estimated Itemized Expenses:

Lodging nights @ per night
Meals days @ per day

Total Lodging *	
Total Meals (\$70 max per day)	
Conference Registration	
Airfare	
Car Rental	
Ground Transportation	
Mileage	
Other*	

*Additional Comments:

Total Estimated Expenses \$ _____

Travelers should review the University's full Travel Policy to ensure compliance with all terms:
<https://finance.lmu.edu/secure/policies/>

LMU Travel Policy: Travelers should use conference hotels or reasonable and convenient hotels nearby. Non-hotel facilities such as those rented out via sites like Airbnb and VRBO are allowable when providing the most cost effective option. Exceptions may be granted by a Senior Vice President, Vice President or Dean sufficient justification must be provided.

Faculty/Staff Signature: _____ Date: _____

Chair's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____