

CFA TRAVEL REQUEST FORM

First Trip	Due Date:
Second Trip	Additional Trip:



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

The university is in the consistent pattern of shifting to local, national and international protocols linked with travel and COVID conditions for required and approved university travel. To that extent, by submitting this request for travel support, the applicant agrees to abide by LMU's travel policies (current and emerging); this includes staying informed of changes to LMU's travel policies and meeting updated requirements in advance of the proposed travel dates.

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

Purpose of Travel _____
 Type of Active Participation: _____

Destination _____

Date of Departure _____ Date of Return _____

Means of Transportation _____

Estimated Itemized Expenses

Lodging	_____ nights	@	_____ per night	Total Lodging *	
Meals	_____ days	@	<u>\$70.00</u> per day	Total Meals (\$70 max per day)	
*In this section, briefly describe requested exceptions to the University Travel Policy below; attach addendum if needed. Consult text provided on this form and the provided link. Prior approval by the Dean is required for exceptions to the Travel Policy.				Conference Registration	
				Airfare	
				Car Rental	
				Ground Transportation	
				Mileage	
				Other*	

Total Estimated Expenses \$ _____

LMU Travel Policy: "Travelers should use conference hotels or reasonable and convenient hotels nearby. Lodging should be made only at a commercial lodging establishment (i.e. hotel). Non-commercial lodging/third party lodging is not allowable. Third party lodging refers to an establishment that is rented out by a third party or an establishment treated as an apartment building by state or local law. This includes most non-hotel facilities and those rented out sites like Airbnb and VRBO."

<https://bus.lmu.edu/secure/controller/policies/documents/Travel%20Policy%202017.pdf>

Faculty/Staff Signature _____ Date _____
 Chair's Signature _____ Date _____
 Dean's Signature _____ Date _____