

IMSE UNDERGRADUATE & GRADUATE STUDENT TRAVEL AUTHORIZATION FORM

Industrial & Manufacturing Systems Engineering

If you are traveling for professional reasons, please complete this form and return to the IMSE Main Office, 3004 Black Engineering, or email to imse@iastate.edu

STUDENT INFORMATION

FIRST NAME: _____ LAST NAME: _____

UNIVERSITY ID #: _____ EMAIL: _____

UNDERGRADUATE STUDENT

GRADUATE STUDENT

Submitted [GPSS Profession Development Grant \(PAG\) Request?](#) (Grad students only) Yes No

PLANS & JUSTIFICATION

DATE OF DEPARTURE: _____ DATE OF RETURN _____

(LAST DAY OF TRAVEL)

WHERE ARE YOU GOING (CITY, STATE)? _____

WHY ARE YOU GOING (JUSTIFICATION)? _____

ESTIMATED EXPENSES \$ _____

STUDENT SIGNATURE _____

APPROVAL (to be completed by Major Professor)

ACCOUNT #/NAME _____

MAJOR PROFESSOR (printed) _____

MAJOR PROFESSOR SIGNATURE _____ DATE _____

ADMIN USE ONLY

ADD'L ACCOUNT(S) _____ AMOUNT _____

NOTES _____