



Application for Approval of All Faculty Travel

All international travel must be registered using the online form located at <https://travelregistry.clarku.edu/login>. Failure to register your international trip using this form may jeopardize your access to Clark’s travel assistance and insurance programs, which provide many benefits (for both international and domestic travel).

Name _____ Department _____

Dates of Trip _____ Destination _____

Purpose of Trip (Name of Organization; Title of Paper; Session to be Chaired; Grant Relatedness, etc.):

Will you be missing classes, and if so how many? _____

How will your classes be covered? _____

Source of Funds (check all that apply):

Faculty Travel (Note: \$1500 per annum only)

Start-up Funds

Grant Funds

Granting agency: _____

Grant # _____

Faculty Development Funds

Department Funds

Other (Endowment, gift, other? Specify)

Specify: _____

Signed by Traveler: _____

Date

Department Chair: _____

Date

Office with funding responsibility (if different from your Department or the Provost’s Office):

Date

Important Information – Please Read

- All faculty travel is governed by [Clark’s Travel Policy](#).
- International travel must comply with [Clark’s International Travel Policy](#).
- To request reimbursement for travel funds, please complete a [travel expense report](#) and submit it via SmartBuy Plus using the “Employee Travel Reimbursement Form”. If travel is being funded by the Provost office, use the “Faculty Reimbursement from Provost Funds” form instead.