

**University of Illinois at Chicago**  
**College of Engineering**  
*Department of Electrical and Computer Engineering*

**This form is to be filed in the Department. Please print or type the following information:**

**Date of Request** \_\_\_\_\_

**Traveler's Name** \_\_\_\_\_

**Destination(s)** \_\_\_\_\_

**Date of Departure** \_\_\_\_\_

**Duration of Trip (days)** \_\_\_\_\_

\_\_\_\_\_  
**Amount of Request**

\_\_\_\_\_  
**Source of Funding**

**Purpose of Trip (i.e. name(s) of event(s), etc.)**

**Coverage of Classes and/or Other Duties**

**Traveler's Signature:**

**Department Approval:**

\_\_\_\_\_  
**Name**                      **Date**

\_\_\_\_\_  
**Department Head**                      **Date**