



## Chair Travel Request Form

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| <b>Traveler (Submitted by)</b>                   |  |
|  |  |
| <b>Conference/Meeting/Program/Etc. Attending</b> |  |
|  |  |
| <b>Travel City/State</b>                         |  |
|  |  |
| <b>Reason for Attending</b>                      |  |
|  |  |
| <b>Dates Attending</b>                           |  |
|  |  |

Approval by: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice Dean, School of Medicine

**Two weeks prior to travel**, send completed forms to Becky Medford ([becky\\_medford@med.unc.edu](mailto:becky_medford@med.unc.edu)) in order to attain Dr. Godley's signature.

All business travel must support the mission of the University of North Carolina, receive the appropriate approvals, and be carefully planned to ensure that expenditures are necessary, prudent, and as economical as possible. A University employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard.