**REQUEST FOR TRAVEL AUTHORIZATION**

**Travel Date Begin:**

**Travel Date End:**

**UT EID:**

**Destination:**
**RTA #**: (leave blank)

**Purpose of Travel** (Please mark all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Attend meeting, conference, etc. |  | 6. Site or field visit. |  |
| 2. Conduct lecture or teach course. |  | 7. Serve as expert witness. |  |
| 3. Perform research activities. |  | 8. Present original research paper. |  |
| 4. Participate or officiate in an event. |  | 9. Fundraising. |  |
| 5. Recruit prospective employee or student. |  | 10. Negotiate a contract. |  |

**Purpose of Travel**

Please describe where you are going, what you will be doing during your trip, and why you are traveling.
If you are presenting a paper, poster, or delivering a lecture, please list all applicable paper/presentation title(s) and the name of the conference you are attending. If you are traveling to perform research or attend a research meeting, please provide the name of the project.

*I will present a paper at INFORMS 2015 annual meeting in Philadelphia, November 1-4. The title of the paper is:*

*“Decentralized Traffic Assignment for Multi-level Modeling”*

**Benefit to UT** (Please mark all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Help accomplish research objectives. |  | 5. Enhance University operations. |  |
| 2. Help fulfill contract provisions. |  | 6. Enhance reputation of the University. |  |
| 3. Enhance grad/undergrad curriculum. |  | 7. Raise funds for faculty/student support. |  |
| 4. Enhance performance of job duties. |  |  |  |

**Benefit to UT**

Please describe how this trip benefits UT. Examples of benefits include: representing UT at a prestigious conference to an audience of international peers; attending professional development seminar that increases your knowledge or skills, which will in turn increase your success as a researcher; or pursuing potential research collaborations.

*INFORMS is a prestigious conference where many researchers from different universities and companies will attend and share their latest findings and products. Attending this conference is an opportunity to present the work we are doing at UT to other researchers and receive their feedback. Also it is a great chance to learn about new research areas.*

**Disposition of Duties** (Mark all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. No classes missed. |  | 3. Duties require travel. |  |
| 2. Duties assumed by colleagues or staff. |  | 4. Duties held until return. |  |

**Project Account to be Charged:**

**Traveling with Students:**