



MATERIALS SCIENCE AND ENGINEERING TRAVEL FORM
VISITORS / MSE CANDIDATES / COLLOQUIUM SPEAKERS

***** BE SURE TO FILL OUT THIS FORM COMPLETELY. *****

Once this form is fully completed, e-mail it to the travel coordinator for processing.

Be sure to include the visitor's e-mail contact information so the travel coordinator can contact them directly for final travel arrangements.

VISITOR INFORMATION (to be filled in completely by visitor)	
Full Name (as shown on government-issued ID):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (MM/DD/YYYY):	Phone Number:
Position Title (ex: Professor, RA):	Email:
Travel Destination (city, state, country):	Visit Dates (MM/DD/YY): _____ to _____
Employer/Organization:	US Citizen or Permanent Resident Alien: <input type="checkbox"/> Yes <input type="checkbox"/> No
Permanent Mailing Address:	
Please attach a copy of the abstract and bio for lectures.	
FLIGHT	
Will this visitor need a flight reservation (paid by department funds)? <input type="checkbox"/> Yes* <input type="checkbox"/> No	
*Please send a screenshot of your preferred flight schedule. Frequent Flyer #:	
Seat preference: <input type="checkbox"/> Window <input type="checkbox"/> Aisle <input type="checkbox"/> Middle	Location preference: <input type="checkbox"/> Front <input type="checkbox"/> Middle <input type="checkbox"/> Back
ADDITIONAL COMMENTS AND DETAILS	
TRAVELER SIGNATURE:	DATE:

SPONSOR INFORMATION (to be filled in completely by sponsor)	
Sponsoring UTD Professor's Name:	Cost Center (REQUIRED) :
This visitor is a: <input type="checkbox"/> Invited Researcher <input type="checkbox"/> MSE Candidate <input type="checkbox"/> Colloquium Speaker <input type="checkbox"/> Other:	
Will this visitor receive an honorarium? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount:	
Will this visitor be sponsored by an outside organization? If so, who:	
HOTEL	
Will this visitor need a hotel reservation? <input type="checkbox"/> Yes <input type="checkbox"/> No Paid by UTD or visitor? <input type="checkbox"/> UTD <input type="checkbox"/> Visitor	
TRANSPORTATION	
This visitor will need a: <input type="checkbox"/> Rental Car <input type="checkbox"/> Taxi <input type="checkbox"/> Airport Shuttle <input type="checkbox"/> None	
Will this visitor need a GPS for their rental car? <input type="checkbox"/> Yes <input type="checkbox"/> No Paid by UTD or visitor? <input type="checkbox"/> UTD <input type="checkbox"/> Visitor	
CONFERENCE ROOM	
Will you need a conference room reserved for this visitor? <input type="checkbox"/> Yes* <input type="checkbox"/> No <small>*If yes, please provide the information below.</small>	
Date: _____	Time: _____ to _____
Which conference room do you prefer? <input type="checkbox"/> the Seminar Room (NSERL 3.204) <input type="checkbox"/> Other:	
Will this meeting/lecture require food service? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please specify:	
ADDITIONAL COMMENTS AND DETAILS	
DEPARTMENT AUTHORIZATION:	DATE: