



CALIFORNIA  
STATE UNIVERSITY  
NORTHRIDGE

## ESSENTIAL TRAVEL APPROVAL REQUEST

THIS IS NOT AN AUTHORIZATION TO TRAVEL. ONCE APPROVED, THIS FORM MUST BE ATTACHED TO THE TRAVEL AUTHORIZATION (TA) AND MYCSUNGLOBE FOR INTERNATIONAL TRAVEL.

All fields are required.

### TRAVELER INFORMATION:

Traveler's Name:	CSUN ID:	Mail Code:
Department:	Extension:	
Destination:	Conference/Agency:	
Departure Date:	Return Date:	

### REASON:

Check All That Apply

Research - data collection     
  Attend a Conference     
  Professional Development  
 Other

### REQUIRED JUSTIFICATION:

Explain why this is essential travel. Provide a summary of the research and reason for attending:

Traveler's Signature:		Date:
Dean's Signature:	Print Name:	Date:
Provost/VP Signature:	Print Name:	Date:

After the traveler and Dean have signed this request, please email to: [provoffice@csun.edu](mailto:provoffice@csun.edu)