

TRAVEL COMMITTEE REQUEST

Submit requests to the Travel Coordinator (202 Fenton) **AT LEAST 6 WEEKS** prior to your departure and by **MARCH 10** if the trip begins before June 30. The Travel Coordinator will forward your request to the Travel Committee.

Date of Request: _____ Name: _____ Rank: _____

Destination: _____ Dates: _____

Name of Meeting and Organization: _____

NATURE OF PARTICIPATION: (Check appropriate category)

1. PAPER _____ Title: _____

Length (minutes): _____ Appearance on program confirmed (Y/N): _____

Was the paper invited: _____ Submitted and accepted: _____ Self-placed: _____

2. OTHER INVITED ACTIVITY: _____

3. ATTENDING ONLY: _____ Justification: _____

4. EXPLAIN THE SCOPE AND SIGNIFICANCE of the proposed activity. Include a copy of your invitation to participate.

COSTS:

1. Travel: Premier: _____ Peak: _____ Self-Booked: \$ _____

Ground Travel \$ _____ Registration \$ _____

TOTAL \$ _____

2. Explanation, if necessary:

OTHER SOURCES OF FUNDING:

1. Do you have travel funds on a grant, contract, etc.? (yes or no) _____

Attach a statement of account balance.

2. Does your professional organization have funds to help defray your expenses? (yes or no) _____

3. Has Faculty Travel funded you for this fiscal year? (yes or no) _____ When? _____

ADDITIONAL NOTES:

Applicant's signature: _____ Date: _____

Email Approval Date: _____