

# FACULTY APPLICATION FOR TRAVEL FUNDS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Destination (Event/Venue): \_\_\_\_\_

Destination Location (City/State/Country): \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

I will (check all that apply):

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="radio"/> attend meeting  | <input type="radio"/> attend a business meeting | <input type="radio"/> other (describe below) |
| <input type="radio"/> chair session   | <input type="radio"/> present a recital         |  |
| <input type="radio"/> present a paper |   |  |

Estimated Cost:    Transportation \_\_\_\_\_  
                          Meals & Housing \_\_\_\_\_  
                          Other \_\_\_\_\_  
                          Total \_\_\_\_\_

During this fiscal year, I have received \$ \_\_\_\_\_ in University funds for travel.

**Other funds available to support this request:**

Grant (amount \$ \_\_\_\_\_)

International travel grant (if applicable) (amount \$ \_\_\_\_\_)

Funding from host/presenter (amount \$ \_\_\_\_\_)

Other \_\_\_\_\_ (amount \$ \_\_\_\_\_)

- No other sources (check if no other options apply)

**For Office Use Only:**

Amount approved: \$ \_\_\_\_\_

DEO Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_