FACULTY APPLICATION FOR TRAVEL FUNDS

Name: ___________________________________________ Date: ___________________

Destination (Event/Venue/City): ____________________________________________

Dates of Travel: __________________________________________________________

I will (check all that apply):

- o attend meeting
- o chair session
- o present a paper

- o attend a business meeting
- o present a recital

- o other (describe below)

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 $__________) Funding from host/presenter (amount $__________)

Other (amount $__________) (amount $__________)

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

For Office Use Only:

Amount committed: $ ____________

DEO Endorsement: ____________________________

Date: ____________________________