Request for Travel Funds – FY 2027

*Department may be able to fund only a **portion** of total requested.*

Students can receive a maximum of $450 for conference travel.

Facuty should stay aware of how much travel funds they have used for the academic year.

****Reminder that faculty must also complete and submit the VPAA-150****

Submit completed form to Administrative Coordinator for processing: maggie@unt.edu.

Name: ______ Student/Employee ID: ______

Title: ◯ Student ◯ Faculty ◯ Staff Cell: ______

PURPOSE: Include full name of conference (not just acronym). If you are a presenter, provide a copy of the paper or poster you will be presenting to your department chair. Include any other information to complete your request.

Destination: ______ Trip Dates From: ______ To: ______

Estimated Expenses:

Airfare: ______ Rental Car: ______

Lodging: ______ Personal Car Mileage: ______ Miles x 0.725 = $ 0.00

Meals: ______ Per Diem? ☐ Parking: ______

Registration: ______ Uber/Lyft/Taxi/Shuttle: ______

Other miscellaneous expenses:

Description: ______ Estimated Cost: ______

Description: ______ Estimated Cost: ______

Do you want UNT to book airfare on your behalf? ◯ Yes ◯ No

Total Requested: $ 0.00

FOR DEPARTMENT ADMIN USE

Department Approved Total: ______

Department Approval Signature: ______

Chartstring 1: ______ Amount: ______

Chartstring 2: ______ Amount: ______

Chartstring 3: ______ Amount: ______

If approved, Administrative Coordinator will forward to the Travel Assistant in the CLASS Dean's Office for preparation of the system travel request. Submit completed form to Administrative Coordinator for processing: maggie@unt.edu

Clear Form