

UNT History Department Travel Form

To apply for departmental travel funds, please submit the following documents:

- 1) UNT History Department Request for Travel Form
- 2) Faculty Application for Approval of Leave
- 3) A copy of the conference program, invitation, etc. documenting the need to travel

Name:

Faculty rank:

Is this application for a Large Grant or Small Grant?

Name of Organization/ Association/ Event:

Dates of Travel/ Attendance:

Location (city/ state/ country):

Title of Presentation:

Type of Presentation (keynote, speaker on a panel, commentator, chair, member of program committee, office or an organization, etc.):

Additional information (as needed):

Request for Travel Funds

Submit completed form to Administrative Coordinator for processing. Department may be able to fund only a portion of total requested. **Reminder that you must also complete and submit the VPAA-150 (FACULTY ONLY).**

Employee ID:

Cell:

Email:

Estimated Expenses:

Airfare: \$

Rent Car: \$

Lodging: \$

Meals: \$

Parking: \$

Taxi/shuttle: \$

Other misc. expenses: \$

Explain (Registration, etc..)

Do you plan on using Concur to book any accommodations? *(this cannot be changed later)*

YES

NO

Total Requested: \$

If approved, Administrative Coordinator will send award email with amount awarded.

FOR ADMIN USE:

Department Approved Total: \$ _____

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