

Request for Travel Funds – FY 2023-2024

Submit completed form to Administrative Coordinator for processing. Department may be able to fund only a portion of total requested. **Reminder that faculty must also submit the VPAA-150.**

Name: _____ Employee ID: _____
Title: _____ Cell: _____
Chartstring 1: _____ Amount: _____
Chartstring 2: _____ Amount: _____
Chartstring 3: _____ Amount: _____
Chartstring 4: _____ Amount: _____
Purpose: _____

Include full name of conference (not just acronym). If you are a presenter, provide a copy of paper you will be presenting to dept. chair. Include any other information to support your request.

Destination: _____ Trip Dates: From: _____
To: _____
Estimated Expenses:
Airfare: _____ Rent Car: _____
Lodging: _____ Meals: _____
Parking: _____ Taxi/shuttle: _____
Registration: _____
Other misc. expenses: _____
Description: _____ Estimated Cost: _____
Description: _____ Estimated Cost: _____

Booking In Concur? Yes No Total Requested: _____

Department Approved Total: Department Approval Signature:
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If approved, Administrative Coordinator will forward to the Travel Assistant in the CLASS Dean's Office for preparation of the Travel Request in Concur. From that point, you will work directly with Travel Assistant.

FOR ADMIN USE: