

Request for Travel Funds – Faculty

Submit completed form to Graduate Program Specialist for processing. Department may only be able to fund only a portion of total requested. **Faculty must also submit the VPAA-150.**

Name: _____ Employee ID: _____

Email: _____ Phone: _____

Purpose:

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

Destination: _____ Trip Dates: _____

Estimated Expenses:

Airfare: \$ _____

Rental Car: \$ _____

Lodging: : \$ _____

Meals: \$ _____

Parking: \$ _____

Rideshare/taxi: \$ _____

Registration: \$ _____

Other misc. expenses

Description: _____ Estimated Cost: \$ _____

Booking in Concur? Yes No

Total Requested: \$ _____

If approved, Graduate Program Specialist will forward to 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:

Chartstring 1: _____ Amount: \$ _____

Chartstring 2: _____ Amount: \$ _____

Chartstring 3: _____ Amount: \$ _____

Chartstring 4: _____ Amount: \$ _____

Department Approved Total: \$ _____

Department Approval Signature: _____