Request for Travel Funds – FY 2027

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 complete and submit the VPAA-150.

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 you will be presenting to your department chair. Include any other information to complete your request.

Destination: Trip Dates: To: From:

Estimated Expenses:

Airfare: Rental Car:

Lodging: Personal Car Mileage: Miles x 0.7 = $ 0.00

Meals: Per Diem? ☐ Parking:

Registration: Uber/Lyft/Taxi/Shuttle:

Other miscellaneous expenses:

Description: Estimated Cost:

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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.

Clear Form