

Application for Travel Funding

Application to your Dean via email (Subject Line: "Travel Request")

-One travel funding request per allocation round only-
 Subject to [University Travel Policy](#) and [University Travel Procedures](#)

Name: _____ **Email:** _____

Department: _____ **855#:** _____

Purpose of Travel (circle all that apply):

- ___ Research/Scholarly Paper Presentation
- ___ Exhibition or Performance
- ___ Symposium/Panel Presentation
- ___ Roundtable Presentation
- ___ Poster Session
- ___ Session Chair or ___ Discussant (check one or both)
- ___ Conference/Meeting Attendance (non-presenter)

Travel Location: _____ **Dates of Travel:** _____

Description of Request (100 words maximum):

(attach documentation on acceptance of presentation of your scholarly work if applicable)

Itemized Costs:

Expenditure Items	Cost
Transportation (<i>to and from destination</i>)	
Airfare:	
Train/Bus:	
Uber/Lyft/Taxi:	
Mileage (<i>personal car only</i>):	
Transportation (<i>at destination</i>)	
Train/Bus:	
Uber/Lyft/Taxi:	
Accommodations	
Hotel:	
Meals:	
Conference Fee (<i>excl. memberships</i>):	
Other Expenses	
Copying/duplicating:	
Materials (<i>eligible items only</i>):	
Total Amount Requested:	