

**College of Human Environmental Sciences Prior Approval for Travel
and/or Conference Funds**

Submit prior to submission of abstracts or research presentations or payment of registration (if possible).

Name: _____ Department: _____

Name and Dates of Activity for which funding is being requested:

Is Travel Required or is the Request for Virtual Attendance Only?

Travel Required:

Virtual Attendance Only:

Purpose of Travel or Conference Funding Request (e.g. present a poster at a national meeting, participation in program, etc.) Be specific:

Expected Benefits:

If you are missing a scheduled class, how/who is covering your class?

Anticipated Costs

Airfare or other travel: _____

Hotel: _____

Meals: _____

Registration: _____

Other: _____

TOTAL: _____

Funds available from other resources: _____

Funds requested from the college or department: _____

The following signature indicates my intent to request travel funds. I understand that funds may not be granted if the conditions set forth above are not met or if monies are not available.

Signature of Faculty or Staff Member

Date

Amount approved for reimbursement: _____

Source of funds: _____

Signature of Department Head

Date

CC: Faculty member
Departmental Office

NOTE: Requests for travel should be made as soon as the faculty member knows that the need for these funds exists. These funds are available for the fiscal year from October 1 through September 30.