

**College of Human Environmental Sciences  
Prior Approval for Travel Funds**

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

Name: \_\_\_\_\_ Department: \_\_\_\_\_

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

\_\_\_\_\_

Purpose of Travel (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: Due to extremely limited travel funds, request 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 academic year from August 16 through August 15.