College of Human Environmental Sciences  
Prior Approval for Travel Funds

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

Name: ___________________________  Department: ___________________________

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

Purpose of Travel (e.g. present a paper 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

_________________________________________  ______________________

Signature of Dean  Date

cc:  Faculty Member  
     Departmental Office  
     Dean’s 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. The fiscal year runs from October 1 through September 30. It is important that funds that will be needed from May 15 through September 30 be requested by May 15. It is possible that requests made for travel after May 15th for activities that will take place before October 1 will be denied due to lack of funding.