

Application for Travel Funding 2024-25

Due September 15 (1st round, July 1, 2024–December 30, 2024) or November 15 (2nd round, January 1, 2025 and June 30, 2025) 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:	