

**Dave Richardson, Senior Associate Dean
College of Liberal Arts & Sciences
2014 Turlington Hall**

Faculty Request for Travel Funds

NAME _____ TITLE _____
EMAIL ADDRESS _____
DEPARTMENT _____

NAME OF MEETING _____
LOCATION _____ COUNTRY _____
DATES _____

CHECK ALL THAT APPLY AND ATTACH COPY OF INVITATION

KEYNOTE ADDRESS _____ PANEL MEMBER _____
CONFERENCE PAPER _____ SESSION CHAIR _____
MEETING ORGANIZER _____ OTHER (identify) _____
COMMITTEE PARTICIPANT _____

PLEASE EXPLAIN SELECTION PROCESS:

Please explain how the meeting is of particular benefit to your research and/or professional development.

TITLE OF PRESENTATION _____

FACULTY & STAFF CO-AUTHORS _____
STUDENT CO-AUTHORS _____

Please indicate any research grants that support the work _____

PROPOSED TRAVEL OTHER THAN TO MEETINGS (e.g., opportunities for access to unique research materials, special collaboration, etc.) Please describe the opportunity in some detail. Additional material can be provided.

PROPOSED TRAVEL BUDGET

Anticipated Costs:	Source of Estimate/Explanation
Air Fare \$ _____	_____
Per Diem \$ _____	_____
Registration \$ _____	_____
Miscellaneous \$ _____	_____
Total \$ _____	

MATCHING FUNDS

_____ Amount committed from research grants or returned indirect costs.

_____ Amount awarded from the department (required) Chair's initials: _____

_____ Amount contributed from the meeting organizers/host institute

If you have received travel funds from the CLAS Travel Committee in the last year, indicate the amount, when and for what purpose.

Amount _____ Date _____ Purpose _____

Please have the completed form signed by:

Department Chair/Date

