



APPLICATION FOR TRAVEL GRANT FACULTY OF BUSINESS

[Fiscal year: April 1–March 31]

TRAVEL INFORMATION

Professor Date of Application

Department *BSAD* *INFO*

Place of Travel

Date of Travel *Depart:* *Return:*

PURPOSE OF TRAVEL (Conference, Paper, Presentation, etc.)

EXPENSES (Anticipated)

Expense Items:	Cost
Air fare	\$ <input style="width: 100px;" type="text"/>
Hotel	<input style="width: 100px;" type="text"/>
Mileage	<input style="width: 100px;" type="text"/>
Car Rental.....	<input style="width: 100px;" type="text"/>
Other: Bus, Train, Taxi, Parking	<input style="width: 100px;" type="text"/>
Meals and Entertainment.....	<input style="width: 100px;" type="text"/>
Registration fee(s)	<input style="width: 100px;" type="text"/>
Additional Expenses <i>(detailed explanation required)</i> <input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>
Total	\$ <input style="width: 100px; border-bottom: 3px double black;" type="text"/>

Applicant's Signature

OFFICE USE ONLY:

Chair of Department	Date	Dean's Office	Date
APPROVED <input type="radio"/> NOT APPROVED <input type="radio"/>		AMOUNT APPROVED \$ _____	
		ACCOUNT # _____	