

APPLICATION FOR A CONFERENCE TRAVEL AWARD

[Fiscal year: April 1–March 31]

TRAVEL INFORMATION

Professor
Date of Application

Department

Place of Travel

Date of Travel *Depart:* *Return:*

PURPOSE OF TRAVEL (Conference, Paper, Presentation, etc.) PLEASE ATTACH INFORMATION SHEET.

<input type="checkbox"/> Present Refereed Paper	<input style="width: 900px;" type="text"/>
<input type="checkbox"/> Present Paper	<input style="width: 900px;" type="text"/>
<input type="checkbox"/> Present Poster	<input style="width: 900px;" type="text"/>
<input type="checkbox"/> Discussant	<input style="width: 900px;" type="text"/>
<input type="checkbox"/> Panel Speaker	<input style="width: 900px;" type="text"/>
<input type="checkbox"/> Session Chair	<input style="width: 900px;" type="text"/>
	<input style="width: 900px;" type="text"/>
	<input style="width: 900px;" type="text"/>

EXPENSES (Anticipated)

Expense Items:		Cost
Air Fare	\$	<input style="width: 100%; height: 20px;" type="text"/>
Hotel		<input style="width: 100%; height: 20px;" type="text"/>
Mileage		<input style="width: 100%; height: 20px;" type="text"/>
Car Rental.....		<input style="width: 100%; height: 20px;" type="text"/>
Other: Bus, Train, Taxi, Parking		<input style="width: 100%; height: 20px;" type="text"/>
Meals and Entertainment.....		<input style="width: 100%; height: 20px;" type="text"/>
Registration Fee(s)		<input style="width: 100%; height: 20px;" type="text"/>
Additional Expenses <i>(detailed explanation required)</i> <input style="width: 150px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>
Total	\$	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>

Applicant's Signature

OFFICE USE ONLY:

Chair of Department	Date	Dean's Office	Date
AMOUNT APPROVED \$ _____			
ACCOUNT # _____			