

APPLICATION FOR TRAVEL GRANT FACULTY OF SCIENCE

[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 Paper <input type="checkbox"/> Attend Conference <input type="checkbox"/> Visiting Lecturer <input type="checkbox"/> Travel – Collaboration <input type="checkbox"/> Travel – Library	

EXPENSES (Anticipated)

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

_____ *Applicant's Signature*

OFFICE USE ONLY:

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