

Request for Funds – Conference and Research Travel

DATE: _____

NAME: _____

Dates of Travel: _____ Destination: _____

Purpose:

International Conference Present ____ Attend ____

National Conference Present ____ Attend ____

Regional Conference Present ____ Attend ____

Research ____

Special Training ____

Consultation ____

Other _____

Estimated Budget:

		Total
Airfare		
Public Transportation		
Per diem	(____ @ ____ /day)	
Lodging		
Registration		
Mileage	(____ @ ____ /mile)	
Other		
Total Estimated Cost		

*** to find Per diem rates visit <http://www.gsa.gov>

Purpose of travel:

- 1) Provide a brief paragraph below stating the purpose and benefits of the travel, and a copy of the invitation to present from the conference or event if applicable.

Signature _____ Date _____

*** Please submit this form to Chair Elyssa Faison, and Danni McCutchen with the subject field: "Travel Fund Request" ***