

TRAVEL FUNDING REQUEST

PLEASE NOTIFY THE BIOLOGY OFFICE IN WRITING IF YOU MAKE ANY CHANGES IN YOUR TRAVEL PLANS. THIS INCLUDES CANCELLATION OF YOUR TRIP, CANCELLATION OF USE OF A DEPARTMENTAL VEHICLE, ETC. THE BIOLOGY OFFICE WILL BE RESPONSIBLE FOR NOTIFYING THE APPROPRIATE BIOLOGY STAFF MEMBER OF THE CHANGE(S).

NAME: _____

DATE: _____

FACULTY

GRADUATE STUDENT

TYPE OF TRAVEL:

PRESENTING A PAPER OR POSTER AT A SESSION AT A REGIONAL,
NATIONAL, OR INTERNATIONAL MEETING.

CONDUCTING RESEARCH.

ATTENDING MEETING FOR PROFESSIONAL ENRICHMENT, BUT
NOT PRESENTING A RESEARCH REPORT.

STUDENT NEAR COMPLETION OF DEGREE, PRESENTING A PAPER
AT A REGIONAL OR NATIONAL MEETING.

DESTINATION: _____

DATES OF TRAVEL: _____

NAME OF MEETING / PURPOSE OF TRIP: _____

MODE OF TRANSPORTATION: _____

(If a departmental vehicle is being requested, please indicate approximate travel dates for scheduling purposes. Each person who expects to ride in the van must submit a travel request. A minimum of three people is typically required for the assignment of a Departmental vehicle, exceptions should be discussed with chair.)

TRANSPORTATION COST: _____

REGISTRATION COST: _____

PER DIEM: _____

OTHER COSTS: _____

TOTAL: _____

DO NOT WRITE BELOW THIS LINE- OFFICE USE ONLY

PREVIOUS FUNDING RECEIVED: _____

APPROVED TRANSPORTATION: _____

APPROVED REGISTRATION: _____

APPROVED PER DIEM: _____

MAXIMUM APPROVED TOTAL: _____

SIGNATURE OF CHAIR