



### TRAVEL FUNDING REQUEST

PLEASE NOTIFY THE SCHOOL OF BIOLOGICAL SCIENCES OFFICE IN WRITING IF YOU MAKE ANY CHANGES IN YOUR TRAVEL PLANS. THIS INCLUDES THE CANCELLATION OF YOUR TRIP, CANCELLATION OF THE USE OF A DEPARTMENTAL VEHICLE, ETC. THE SCHOOL OF BIOLOGICAL SCIENCES OFFICE WILL BE RESPONSIBLE FOR NOTIFYING THE APPROPRIATE SCHOOL OF BIOLOGICAL SCIENCES 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 COSTS: \_\_\_\_\_

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 DIRECTOR