

FACULTY TRAVEL REQUEST

Please make all requests for professional faculty travel (not recruitment) for the year on this form. Each request should be itemized as much as possible and submitted to the Dean by the end of September each year. It is likely that there will be insufficient funds to honor every request. Every effort will be made to disburse the funds in an equitable manner.

NAME _____

Event _____

Dates _____

Conference or Event _____

Are you on the program? Yes No

Are you receiving any other funds to support this trip? Yes No

If so, identify additional support identifying amount of support, sponsor, and other important information: _____

Anticipated costs:

	Description	Estimated reimbursement amount
Transportation		
Lodging		
Food		
Other		
Other		
Other		
Total:		

Additional comments: _____
