

Today's Date

Name of Traveler

Conference name & URL

Purpose of Trip (attach invitation, acceptance letter, or name on program)

Travel Dates (Departure and Return)

Conference Dates

Will any personal time be taken during this trip? (If so include dates & location of personal time. Prepare a comparison itinerary that shows the cost of the flights if you had just traveled for the conference. You will be reimbursed for the lesser amount.

List type and amount of funding requested (airfare, ground transportation, lodging, registration fee, other.

TOTAL REQUESTED

Approval (Department Chair)