

APPLICATION FOR TRAVEL FUNDS
(To be filed with Dean)

Name: _____ S.S.#: _____

Name of Meeting: _____

Place: _____ Dates of Meeting: _____

Yes No

_____ Presenting a paper? Title: _____

_____ Office of organization? Specify: _____

_____ Attending in some other official capacity? Specify: _____

_____ Receiving any honorarium or other expenses? Amount: _____

Mode and class of transportation to be used: _____

	FUNDS REQUEST	FUNDS APPROVED
*Transportation (air fare or mileage)	\$ _____	\$ _____
** Registration Fee (Max. \$75.00)	\$ _____	\$ _____

Subsistence	<u>In-State</u>	<u>Out of State</u>
Breakfast	\$7.00	\$7.00
Lunch	\$9.25	\$9.25
Dinner	\$15.75	\$17.75
Motel	<u>\$59.75</u>	<u>\$71.00</u>
	\$91.75	\$105.00

Number of days (max. 3) x rate or portion thereof:	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

Approved: _____ Date: _____

*Air travel is restricted to tourist class; excursion rates should be given if the trip can be made when such rates are available. Please obtain cost information before submitting request.

**Must not include meal cost; requires copy of fee schedule or other back-up material.
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