



REQUEST/APPROVAL FOR TRAVEL FUNDING

Name: _____

Date: _____

Department: _____

Budget Number(s): _____

Destination: _____

Travel Dates: _____

Reason for Travel Funding: Must include purpose of the trip and how it relates to the employee's work achievement; a description of the expected benefits; and a statement of whether an alternative approach could have achieved the same results. If the purpose is to attend a conference, please state name of conference and attach copy of letter of acceptance. Include travel documentation if available.

[Empty box for providing details on the reason for travel funding.]

FUNDING:

Requested

Approved

Estimated airfare:

Per diem (meals & lodging):

Other travel expense:

Registration fees:

Total request:

APPROVAL (one signature required)*:

PI, Program Director,
Vice Chancellor,
Chancellor:

Date: _____

* Signature indicates exception to maximum lodging allowance.