



Request for Travel Funds

Faculty may request travel funds up to \$1,500 per year. (\$1,800 for International Travel including Canada.)

Requests must be submitted at least two weeks prior to departure.

Guidelines available at <http://www.union.edu/Academics/AcademicAffairs/PoliciesForms/>

Name _____ Date _____

Department _____ Research & Travel # _____

E-mail _____ Phone _____

Purpose _____ *Present Paper*
 _____ *Attendance Only*
 _____ *Chair Session* Location _____
 _____ *Officer*
 _____ *Other (specify)* Dates of Travel _____

Conference _____

Budget

**Original
Receipts
Required**

Conference Registration _____
 Transportation *to and from* Conference (airfare/train/bus/personal car @ \$.505/mile)
 Please explain if the most economical method of transportation is not being used. _____
 Transportation *at* Conference (taxi/bus/rental car) _____
 Room (rent/night **x** # of nights) _____
 Meals (maximum \$60/day, including tax and gratuities) _____
 Other (membership dues cannot be paid through travel funds) _____

Total Request _____

Please submit this form and all relevant supporting documentation to: Carol Cichy in the Office of the Dean of Academic Departments, Science & Engineering, Room S-100

Authorized by _____ Date _____ \$ _____

Reimbursement: See guidelines online.