



REQUEST FOR CONFERENCE TRAVEL FUNDS

Faculty may request travel funds up to \$1,500 per year. (up to \$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

Officer

Other (specify) _____

Location _____

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 **with** receipts, including tax and gratuities.
Per diem rate is \$45/day if receipts are not provided.) \$ _____

• Other (membership dues cannot be paid through travel funds) \$ _____

Total Request \$ _____

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

Authorized by _____

Date _____

\$ _____