



Request for Conference Travel Funds

Guidelines for 2019-2020 fiscal year only

Faculty may request travel funds for **PRESENTING** a paper:

- \$2,000 per year for domestic travel OR \$2,300 per year for international travel

Faculty may request travel funds for the categories of **ATTENDANCE ONLY/CHAIR SESSION/OFFICER**

- \$1,500 per year for domestic OR \$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 # _____

Email _____ Phone _____

PURPOSE

_____ Presenting Paper Conference _____

_____ Attendance Only Location _____

_____ Chair Session Dates _____

_____ Officer _____

_____ Other (specify) _____

BUDGET (Original Receipts Required)

_____ Conference Registration fees

_____ 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, Office of the Dean of Academic Departments & Programs, Olin 210 or email to cichyc@union.edu

Authorized by _____ Date _____ \$ _____

Reimbursement: See [Guidelines](#) online.