



Request for Conference Travel Funds

Guidelines for 2023-2024 fiscal year only

Faculty may request travel funds for up to \$1,500 per year (or \$1,800 for international travel) for attending the conference.

If the faculty is **presenting a paper** or **chairing a session** in the conference, an additional \$500 (i.e. up to \$2,000 for domestic travel or \$2,300 for international travel) will be allowed in their budgets.

Requests must be submitted at least two weeks prior to departure. Guidelines are available at <http://www.union.edu/Academics/AcademicAffairs/PoliciesForms/>

Name	_____	Date	_____
Department	_____	Research & Travel #	_____
Email	_____	Phone	_____

PURPOSE

_____	<i>Presenting Paper</i>	<i>Conference</i>	_____
_____	<i>Chair Session</i>	<i>Location</i>	_____
_____	<i>Officer</i>	<i>Dates</i>	_____
_____	<i>Attendance Only</i>		
_____	<i>Other (specify)</i>		_____

BUDGET (Original Receipts Required)

_____	Conference Registration fees (Please provide email confirmation from the conference if you are presenting)
_____	Transportation <i>to and from</i> Conference (airfare/train/bus/personal car @ \$.655/mile). Please provide transportation quotes, and explain if the most economical method of transportation is not being used.
_____	Transportation <i>at</i> Conference (taxi/bus/rental car)
_____	Room (rent/night x # of nights). Please provide hotel/lodging quotes.
_____	Meals (Maximum \$60/day with receipts, including tax and gratuities. Per diem rate is applicable for international travel only and is paid at \$45/day if receipts are not provided.)
_____	Other (membership dues cannot be paid through travel funds)
_____	TOTAL REQUEST (\$)

PLEASE SUBMIT THIS FORM TO:

Emily Tong, Office of the Dean of Academic Departments & Programs at tonge@union.edu

Authorized by	_____	Date	_____	\$	_____
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