



Request for Conference Travel Funds

Guidelines for 2024-2025 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 with supporting documents 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

_____ Presenting Paper Conference _____

_____ Chair Session Location _____

_____ Officer Dates _____

_____ Attendance Only _____

_____ Other (specify) _____

BUDGET (Original Receipts Required)

Conference Registration fees (Please provide email confirmation from the conference if you are presenting)

Transportation to and from 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 at Conference (taxi/bus/rental car)

Room (rent/night x # of nights). Please provide lodging/hotel 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 _____ \$ _____