REQUEST FOR FACULTY TRAVEL FUNDS *

Completed forms should be submitted to Niurvys Hechavarria, Faculty Resource Manager, 1 Washington Square North, Room 313 prior to incurring expenses. A copy of the invitation to present should also be submitted.

1. FACULTY NAME: ______________________________________________________________

2. CONFERENCE TRAVEL DETAILS
   Conference Title/Sponsor: _____________________________________________________
   Location and Travel Dates: _____________________________________________________
   Role at Conference: ___________________________________________________________
   Estimated Costs:
   - Automobile Travel & Parking $_________________________________________
   - Air/Train Travel $_________________________________________
   - Hotel $_______ x_______ # of nights = _______________
   - Food $_________________________________________
   - Registration $_________________________________________
   - Total $_________________________________________

3. AMOUNT REQUESTED FOR REIMBURSEMENT $_____________________

   Signed: _____________________________  Date:     _____________________________

4. DEAN’S OR DESIGNEE’S APPROVAL OF FUNDS
   Amount Approved: ____________________ Remaining Balance: ___________________
   Notes: _____________________________________________________________________

   Approved By: _________________________________   Date:    _________________________

*Approved expenses should be charged to 10/43100 unless otherwise noted. There is now an annual limit of $1800, for conference presentations only. Requests for exceptions will be reviewed with Dean Guterman.