

Family and Consumer Sciences Faculty/Graduate Student Travel Request

Applicant Name _____

Phone Number _____ E-Mail address _____

Employee/Student _____ Faculty
(check one) _____ Staff
_____ Undergraduate Student (option/major) _____
_____ MS Graduate Student (option/major) _____
_____ Ph.D. Graduate Student (option/major) _____

Name of Meeting/Conference _____

Sponsoring Organization _____

Are you a member of this group? _____ Yes _____ No

Location (city, state, country) _____

Dates:

Have you received/been approved for travel dollars this year? _____ Yes _____ No

If yes, Funder? _____ Amount _____

Have you applied for other funds for this meeting? _____ Dean's office Amount _____
(For faculty only) _____ IANR _____
_____ Grant dollars support _____
_____ Other, please indicate _____

Indicate any responsibilities (i.e., presenting paper, organization officer, session chair, etc) that you will have at this meeting. _____

If you are presenting, what is the title? _____

If there is more than one author, please list in the order these were submitted to the meeting sponsor.

Indicate the type of session _____ Oral presentation
_____ Poster presentation
_____ Roundtable
_____ Panel presentation
_____ Other, please describe _____

If you are giving a presentation, would you be willing to share your presentation with faculty and other students after attending the meeting/conference? _____ Yes
_____ No

What would be the benefits for you and the Department of attending this meeting?

Provide an estimate of your travel expenses in terms of the following categories:

_____ Round trip Airfare or personal auto

_____ Ground transportation (taxi to hotel)

_____ Lodging

_____ Meals

_____ Registration fees

_____ Total expenses

_____ Total requested

Signature of applicant _____ Date _____

Signature of "sponsoring" faculty member _____ Date _____
(If Student)

Department Chair Approval _____ Date _____

Amount Approved _____

Receipts and an expense voucher must be completed within a month after the travel (or by June 30) whichever is first. Submission of the expenses after the deadline may not be reimbursed. (Hotel receipts must show a \$0.00 balance.)