



Application for Professional Conference Travel Reimbursement
(Submit to Business Office prior to the conference)

[Note to Applicant: After your request has been approved, you will receive a copy with the T-Number noted below. Do not incur expenses until you receive the T-Number.]

Name _____ Date _____

Name of conference _____

Conference location _____ Conference dates _____

Additional personal travel dates, if applicable _____

Number of people traveling with applicant _____ Total travel dates _____

Nature of conference participation:

- _____ Just attending (normal limit of \$250.00)
- _____ Presenting a paper (attach conference program or letter of acceptance)
- _____ Service on committee(s) of the professional organization (please specify)

- _____ Other (please specify): _____

Estimated Cost:

Airfare	\$ _____
Personal Auto (estimate mileage)	\$ _____
University Auto (estimate mileage)	\$ _____
Hotel	\$ _____
Food	\$ _____
Conference Registration	\$ _____
Other (please specify below)	\$ _____
Total Estimated Cost	\$ _____

Business Office Use Only

I hereby approve your request up to \$ _____ T-Number _____

Source of funds:

Regular Travel _____	FY _____	Balance as of date of request \$ _____
Non-Competitive _____	FY _____	Balance as of date of request \$ _____
Start-Up _____		Balance as of date of request \$ _____
PDC Grant (attach approval) _____		Balance as of date of request \$ _____
Other _____		

Comments _____

(David G. Tovey, Associate Dean) (Date)