

# APPLICATION FOR TRAVEL GRANT FACULTY OF SCIENCE

[Fiscal year: April 1–March 31]

## TRAVEL INFORMATION

Professor  Date of Application   
 Department   
 Place of Travel   
 Date of Travel    *Depart:*     *Return:*

## PURPOSE OF TRAVEL (Conference, Paper, Presentation, etc.) PLEASE ATTACH INFORMATION SHEET.

<input type="checkbox"/> Present Paper <input type="checkbox"/> Attend Conference <input type="checkbox"/> Visiting Lecturer <input type="checkbox"/> Travel – Collaboration <input type="checkbox"/> Travel – Library	

## EXPENSES (Anticipated)

Expense Items:		Cost
Air Fare .....	\$	<input style="width: 100%;" type="text"/>
Hotel .....		<input style="width: 100%;" type="text"/>
Mileage .....		<input style="width: 100%;" type="text"/>
Car Rental.....		<input style="width: 100%;" type="text"/>
Other: Bus, Train, Taxi, Parking .....		<input style="width: 100%;" type="text"/>
Meals and Entertainment.....		<input style="width: 100%;" type="text"/>
Registration Fee(s) .....		<input style="width: 100%;" type="text"/>
Additional Expenses <i>(detailed explanation required)</i> <input style="width: 150px;" type="text"/> .....		<input style="width: 100%;" type="text"/>
<b>Total</b> .....	<b>\$</b>	<input style="width: 100%; border-bottom: 3px double black;" type="text"/>

\_\_\_\_\_ *Applicant's Signature*

**OFFICE USE ONLY:**

Chair of Department	Date	Dean's Office	Date
AMOUNT APPROVED \$ _____			
ACCOUNT # _____			