Request for Travel Funds – FY 2022

Submit completed form to Administrative Coordinator for processing. Department may be able to fund only a portion of total requested. **Reminder that you must also complete and submit the VPAA-150.**

Name: 

Title: ___________________________ Employee ID: ___________________________

Email: ___________________________ Cell: ___________________________

Funding chartstring(s) :

________________________________________________________________________

Purpose:

*Include full name of conference (not just acronym). If you are a presenter, provide a copy of paper you will be presenting to dept. chair. Include any other information to support your request.*

Destination: ___________________________ Trip Dates: ___________________________

Estimated Expenses:

- Airfare: $ ___________________________ Rent Car: $ ___________________________
- Lodging: $ ___________________________ Meals: $ ___________________________
- Parking: $ ___________________________ Taxi/shuttle: $ ___________________________

Other misc. expenses: $ ___________________________

Total Requested: $ 0.00

**Department Approved Total: $ ___________________________**

*If approved, Administrative Coordinator will forward to the Travel Assistant in the CLASS Dean’s Office for preparation of the Travel Request in Concur. From that point, you will work directly with Travel Assistant.*

**FOR ADMIN USE:**