Travel Notification and Funding Request

Date: ____________________________

Name: ____________________________________ Division: _________________________

Purpose and Place (cite official function if one): _______________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Inclusive dates of absence: _______________________ Method of travel: _______________

Others making same trip: ________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Explain how your classes or duties are to be covered during your absence: _______________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Signature, ____________________________________________________________

Request for Funding

Estimate of Expenses: 

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Funding Approved

Total Authorized: ________________________

(The total authorized is the maximum allowed for this trip.)

Account Number Charged: ______________________________________

Travel advances must be requested from the Business Office 10 days prior to the trip and an Itemized Expense Voucher and receipts submitted following the trip. For reimbursement of expenses, submit receipts and an Itemized Expense Voucher to the Business Office.

Approval Signatures:

DIVISION CHAIR OR UNIT DIRECTOR

VICE PRESIDENT FOR ACADEMIC AFFAIRS

COPIES TO: 1) Business Office       2) Academic Affairs Office       3) Division       4) Traveler

10-07-2000