

Request for Travel Support

Please print clearly

Name _____ Rank: Asst. Assoc. Prof. Student Other

Email Address _____ Phone # _____ Mailcode _____

Department _____ College _____

Trip dates _____ to _____ Students: Were you on contract at time of travel? _____

Destination _____ Sponsoring Society or Agency _____

If this is a professional meeting is it: State Regional National International

Is this travel for Research? Yes No

Purpose: Presentation → Invited (include copy of invitation) Volunteered
 Artistic exhibition or performance → Invited (include copy of invitation) Volunteered
 Paper → Invited (include copy of invitation) Volunteered
 Poster → Invited (include copy of invitation) Volunteered
 Officer in Organization; provide detail: _____
 Other (explain) _____

Title or Other Information about Purpose: _____

Transportation (Estimate)	\$ _____	Per diem:	
Mileage \$.655/mile	\$ _____	(\$ 30 /day out of state; \$28/day in state x _____ = \$ _____	
Airfare	\$ _____	48	44
BART	\$ _____	Miscellaneous Expenses	\$ _____
Hotel/Lodging (Estimate)	\$ _____	Explain: _____	
Registration	\$ _____	Total Estimated Cost of Trip	\$ _____

Signature of Traveler _____ Date _____

Funding Received from Tenure-Track Faculty Start-Up Program	\$ _____		
	Amount		
Funding Available from Grant:			
			\$ _____
Fiscal Office Signature	Date	BP #	Amount

Department Chair/Director _____ Date _____ BP # _____ \$ _____
 Additional Information: _____ Amount

Dean, College/School _____ Date _____ BP # _____ \$ _____
 Additional Information: _____ Amount

VCR/Office of Sponsored Projects Administration _____ Date _____ BP # _____ \$ _____
 Additional Information: _____ Amount