

<b>Prepared by:</b>		<b>State Form #</b>		<b>T</b>
<b>APPLICATION FOR ARTS AND SCIENCES TRAVEL FUNDS</b>				
<i>(This form should be filled out and sent directly to the Office of the Dean, 205 South Building, CB 3100).</i>				
NAME		RANK		
PID#		DEPT NAME		
NAME OF MEETING				
PLACE		TRAVEL DATES		
Select One		FACULTY RANK		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Department or Curriculum Chair (\$2,000) Tenured or Tenure-Track Faculty, Instructors w/Special Provision (\$1,000) Senior Lecturers (\$1,000) Lecturers [employed at least one year] (\$750)		
<b>YES NO</b>				
<input type="checkbox"/> <input type="checkbox"/>		Presenting a paper, participating in a panel discussion or presiding over a session?		<u>Title:</u>
<input type="checkbox"/> <input type="checkbox"/>		Attending in other capacity?		
		<i>(see regulations for limitations)</i>		
<input type="checkbox"/> <input type="checkbox"/>		I have \$100,000 or more in grants for this year. If Yes, you are not eligible to receive A&S travel funds.		
<input type="checkbox"/> <input type="checkbox"/>		Previous trip supported by A&S travel funds this fiscal year?		Amount: \$ _____
<input type="checkbox"/> <input type="checkbox"/>		I certify that I am not receiving reimbursements from another institution for this travel.		

	Estimated Cost	Amount Requested	A&S Approval
Transportation*	\$	\$	
Limousine, Taxi, Bus, Airport Parking			
Registration Fee			
Subsistence (lodging and meals)			
<b>TOTAL COST</b>	<b>\$</b>	<b>\$</b>	
Reimbursable from Other Sources			
Net Funds Requested		<b>\$</b>	

\*NOTE: Air travel should be restricted to tourist (coach) class.

### SIGNATURES

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean's Office  
Arts and Sciences \_\_\_\_\_ Date \_\_\_\_\_