Request for Travel Funds – FY 2023

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: Employee ID:

  Title: Cell:

  Chartstring 1:   Amount:

  Chartstring 2:   Amount:

  Chartstring 3:   Amount:

  Chartstring 4:   Amount:

  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.

                                                                          Trip Dates: From:

  Destination:
                                                                                To:
Estimated Expenses:

   Airfare: Rent Car:

   Lodging: Meals:

   Parking: Taxi/shuttle:

   Registration:

Other misc. expenses:
  Description: Estimated Cost:

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  Booking In Concur?   Yes   No   Total Requested:

Department Approved Total:
Department Approval Signature:

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: