

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: _____ 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: _____

To: _____

Estimated Expenses:

Airfare: _____

Rent Car: _____

Lodging: _____

Meals: _____

Parking: _____

Taxi/shuttle: _____

Registration: _____

Other misc. expenses:

Description: _____

Estimated Cost: _____

Description: _____

Estimated Cost: _____

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: