

**COLLEGE OF ENGINEERING
APPLICATION FOR FACULTY TRAVEL SUPPORT**

Date _____

APPLICANT:

Name _____

Department: Civil Electrical Mechanical HCAC Dean's Office

MEETING: _____

Dates _____ Location _____

Departure Date _____ Return Date _____

Title of Presentation _____

JUSTIFICATION FOR TRAVEL (Describe the importance and benefits of this travel):

FUNDS REQUESTED:

Conference Fee	\$ _____
Airfare	\$ _____
Per Diem	\$ _____
Ground Transportation	\$ _____
Other (give details)	\$ _____
TOTAL REQUEST	\$ _____

Are you seeking funds from other sources for the proposed travel?

Yes No If yes, please explain _____

Do you have an active grant or award that includes travel funds?

Yes No If yes, please explain why you cannot use it _____

PLEASE ATTACH, as applicable:

- A copy of the abstract originally submitted. Include names of all co-authors.
- Letter of invitation or acceptance of a contributed paper; or letter of invitation from a potential funding agency.
- Other documentation that justifies travel.

Signature of Applicant _____ Date _____

Department Chair: Recommended Not Recommended _____ Date _____

Amount matched by Department (to be entered by Department Chair) \$ _____

Dean: Approved Disapproved _____ Date _____

Amount Approved \$ _____