

PROFESSIONAL TRAVEL FUNDS REQUEST FORM

IMPORTANT REMINDERS:

- Cash advances and travel reimbursements are available every Friday after 12:00 noon (actual checks) and Monday mornings (direct deposit) for requests received in the Academic Affairs office by Tuesday at 4pm.
• If this request is approved and returned to you with a tax exempt certificate attached, please remember to bring the form with you when you travel.
• The University has a direct billing arrangement with Travel Unlimited (386-8525) and although you are encouraged to use them, you are free to choose alternative sources for travel arrangements. Official travel NOT conducted through Travel Unlimited will be at the discretion of the traveler and all arrangements, including payment, reimbursement, etc. will be the sole responsibility of the traveler.
• A copy of the letter of invitation or the conference program must be attached to this form or the final expense report in order for reimbursement to be processed.
• A completed expense report w/all original receipts must be submitted to the Associate Dean for Faculty Affairs\*, 103 Vilas, within 15 business days after returning from the approved trip. Expense report forms are available through the Business office or the office of the Associate Dean for Faculty Affairs.
• A request for a cash advance can be completed on the reverse of this form. Your advance will be available 10 days prior to departure. Advances will be authorized for an amount up to 50% of anticipated out-of-pocket expenses, not to exceed \$500. Advances for international travel will be authorized for up to 50% of the anticipated out-of-pocket expenses.

GENERAL INFORMATION:

Your name: Department: Phone:

Title of conference:

Sponsor of conference:

Site of conference:

Dates of conference:

Check one: Present Present Abroad Research attend Recruitment/ Interviewing

At this conference I will: (check any that apply)

deliver a paper Title:

present a poster Title:

organize a session Title:

preside as elected officer Title:

serve as discussant Title:

If this is a joint presentation, are you the principal presenter? Yes No

If no, please explain:

(over)

Have you presented this paper before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

**ITEMIZED BUDGET:**

\$ \_\_\_\_\_ Airfare (estimate)

\$ \_\_\_\_\_ Personal auto use (\$0.412/mile)

\$ \_\_\_\_\_ Lodging

\$ \_\_\_\_\_ Food (maximum \$40/day with receipts, \$30/day without receipts)

\$ \_\_\_\_\_ Registration fees

Are meals included in registration fee? \_\_\_\_\_

Is lodging included in registration fee? \_\_\_\_\_

Miscellaneous expenses (please itemize below):

\$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_

\$ \_\_\_\_\_ \_\_\_\_\_ \$ \_\_\_\_\_ \_\_\_\_\_

\$ \_\_\_\_\_ **TOTAL**

**CASH ADVANCE:**

Cash advance needed: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how much? \_\_\_\_\_ ( 50% of anticipated out-of-pocket expenses, up to \$500)

Preference:

\_\_\_\_\_ Pick up check at the Business Office

\_\_\_\_\_ Check mailed to department

\_\_\_\_\_ Direct deposit

**SIGNATURES:**

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department chairperson's: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean's: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

\_\_\_\_\_ total amount approved by Associate Dean

\_\_\_\_\_ program/invitation attached

\_\_\_\_\_ copy returned to faculty member

\_\_\_\_\_ copy w/check request for advance returned to faculty member

\_\_\_\_\_ copy forwarded to department chairperson

\_\_\_\_\_ Travel Unlimited notified of approval \_\_\_\_\_

\_\_\_\_\_ tax exempt certificate attached to faculty member copy