

PROFESSIONAL TRAVEL FUNDS REQUEST FORM

IMPORTANT REMINDERS:

- *Cash advances and travel reimbursements are available every Friday by noon 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 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

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 (\$0.55/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