

Name _____ Date _____

Department _____

Date(s) of Trip _____ Email _____

Destination(s) _____

Name of Meeting _____

If paper is to be presented, Title of Paper _____

Is the paper/presentation Invited Contributed

Status in program: MA Pre-qualifying exams ABD

Expected date of graduation _____

Anticipated Costs:

Source of Estimate or Explanation:

Travel	\$ _____	_____
Pier diem	\$ _____	_____
Registration	\$ _____	_____
Misc.	\$ _____	_____
 TOTAL:	 \$ _____	

Funds Requested or Available (excluding this request)

<u>Source</u>	<u>Amount</u>		
<u>Department</u>	\$ _____	awarded	requested
_____	_____	awarded	requested
_____	_____	awarded	requested
_____	_____	awarded	requested
 TOTAL	 \$ _____		

Total Funds Requested from CLAS: \$ _____

In addition to this form, which will be accompanied by the Chair/Director's evaluation, you must submit additional supporting material (two pages maximum). You may include, for example, an abstract of your talk or a letter to the Committee detailing the importance of your receiving travel support at this time.

This portion is to be completed by the Chair/Director and the entire application is to then be forwarded to the College Travel Committee. Chairs/Directors are expected to include a cover memo along with applications, which should contain their evaluation of the appropriateness of the request.

Dollar amount contributed by the Department:

Ranking from 1 to 5
(1 being the highest)

\$ _____

Chair/Director Signature