

Request For Travel Funds ~FY24

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: _____

Purpose:
(Limit 500
Characters)

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. Conference Agenda must be submitted before reimbursement will be made.

Destination: City/State:

Trip Start Date:

Estimated Expenses:

Registration:

Yes
Pre-Paid? No

Trip End Date:

Airfare:

**Do Not Use the "\$" in
the Amount Fields.
There's a formula
embedded in this form.**

Rental Car:

Lodging:

Taxi/shuttle:

Parking:

Meals:

Meal Per Diem? Yes No

Other misc. expenses:

Description: _____ Estimated Cost: _____ Pre-Paid? Yes No

Description: _____ Estimated Cost: _____ Pre-Paid? Yes No

Booking In Concur? Yes No

Total Estimated Request:

Department Approved Total:
Department Approval Signature:

ADMIN USE:	Chartstring 1:	Amount:
	Chartstring 2:	Amount:
	Chartstring 3:	Amount:
	Chartstring 4:	Amount:
	M&I Allowance:	1st and Last Travel Day:
Notes:	Request:	
	Receipts:	
	Closed:	

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.