|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Prepared by:** | | | | **Kelly Hair** | | | | | | | | | | **State Form #** | | | **T** | | |
| **APPLICATION FOR ARTS AND SCIENCES TRAVEL FUNDS** | | | | | | | | | | | | | | | | | | | |
| ***(This form should be filled out and sent directly to the Office of the Dean, 205 South Building, CB 3100).*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| NAME | |  | | | | | | | RANK | |  | | | | | | | | |
| PID# | |  | | | | | DEPT NAME |  | | | | | | | | | | | |
| NAME OF MEETING | | | | |  | | | | | | | | | | | | | | |
| PLACE | | |  | | | | | | | TRAVEL DATES | | | | |  | | | | |
| Select One | | | FACULTY RANK | | | | | | | | | | | | | | | | |
|  | | | Department or Curriculum Chair ($2,000)  Tenured or Tenure-Track Faculty, Instructors w/Special Provision ($1,000)  Senior Lecturers ($1,000)  Lecturers [employed at least one year] ($750) | | | | | | | | | | | | | | | | |
| **YES NO** | | |  | | | | | | | | | | | | | | | | |
|  | | | Presenting a paper, participating in a panel discussion or presiding over a session? | | | | | | Title: | | | | | | | | | | |
|  | | | Attending in other capacity? | | | | | |  | | | | | | | | | | |
|  | | |  | | | | | | *(see regulations for limitations)* | | | | | | | | | | |
|  | | | I have $100,000 or more in grants for this year. If Yes, you are not eligible to receive A&S travel funds. | | | | | | | | | | | | | | | | |
|  | | | Previous trip supported by A&S travel funds this fiscal year? | | | | | | | | | | Amount: **$** | | | | | | |
|  | | | I certify that I am not receiving reimbursements from another institution for this travel. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | Estimated Cost | | | | Amount Requested | | | A&S Approval |
| Transportation\* | | | | | | | | | | | | **$** | | | | **$** | | |  |
| Limousine, Taxi, Bus, Airport Parking | | | | | | | | | | | |  | | | |  | | |  |
| Registration Fee | | | | | | | | | | | |  | | | |  | | |  |
| Subsistence (lodging and meals) | | | | | | | | | | | |  | | | |  | | |  |
| TOTAL COST | | | | | | | | | | | | **$** | | | | **$** | | |  |
| Reimbursable from Other Sources | | | | | | | | | | | |  | | | |  | | |  |
| Net Funds Requested | | | | | | | | | | | |  | | | | **$** | | |  |
|  |  | | | | | | | | | | |  | | | |  | | |  |
| \*NOTE: Air travel should be restricted to tourist (coach) class. | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **SIGNATURES** | | | | | | | | | | | | | | | | | | | |
| Applicant | | | | | |  | | | | | | | | | | Date | |  | |
|  | | | | | |  | | | | | | | | | |  | |  | |
| Department Chair | | | | | |  | | | | | | | | | | Date | |  | |
|  | | | | | |  | | | | | | | | | |  | |  | |
| Dean’s Office  Arts and Sciences | | | | | |  | | | | | | | | | | Date | |  | |

*Rev. 06/22/2010*