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| --- | --- | --- | --- |
| **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 OfficeArts and Sciences |  | Date |  |

*Rev. 06/22/2010*