



Request for Travel Support

Name _____ Rank: Asst. Assoc. Prof. Student Other
Please print clearly

Email Address _____ Phone # _____ Mailcode _____

School _____ College _____

Trip Dates _____ To _____ Students: Were you on contract at time of travel? _____

Destination _____ Sponsoring Society or Agency _____

If this is a professional meeting is it: State Regional National International

- Purpose Presentation → Invited (include copy of invitation) Volunteered
 Artistic Exhibition or Performance → Invited (include copy of invitation) Volunteered
 Paper → Invited (include copy of invitation) Volunteered
 Poster → Invited (include copy of invitation) Volunteered
 Officer in Organization; provide detail: _____
 Other (explain) _____

Title or Other Information about Purpose: _____

Transportation (Estimate)	\$ _____	Per diem:	
Mileage	\$ _____	(\$44/day out of state; \$48/day in state)x _____ =	\$ _____
Airfare	\$ _____	Miscellaneous Expenses	\$ _____
BART	\$ _____	Explain: _____	
Hotel/Lodging (Estimate)	\$ _____		
Registration	\$ _____	Total Estimated Cost of Trip	\$ _____

Signature of Traveler _____ Date _____

Funding Available from Grant:

Signature	Date	Budget Purpose #	\$ Amount
Fiscal Officer Signature	_____	_____	_____
Director Additional Information:	_____	_____	_____
Dean, College Additional Information:	_____	_____	_____
Graduate School/Vice Chancellor for Research Additional Information:	_____	_____	_____

Faculty: Submit completed and signed form to your School Directors Office for approval. The form to request funds from the Vice Chancellor for Research is available on the VCR website and here.

Students: Submit forms and attachments to the Office of the Vice Chancellor for Research and Graduate Dean, Anthony Hall 220, MC 4344.