

**INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT
TRAVEL REQUEST FORM**

(Revised 6-07)

**FACULTY MEMBER:
COLLEGE OR ADMINISTRATIVE UNIT:**

TRAVEL FUNDS REQUESTED FOR:

Event:
Date of Event:
Location:
Travel Dates: Leave _____ Return _____

TRAVEL PURPOSE: (Attach supporting materials; if presenting, attach abstract and program announcement. The information you provide below will be used to prepare news releases about your participation.)

Description of event and your participation in that event:

Description of the impact your participation will have for DSU/ college / you:

ESTIMATE OF TRAVEL EXPENSES:

Travel
Lodging
Meals
Registration Fee
Other (ground transportation, etc.)

MINUS FUNDING PROVIDED BY EVENT/SPONSORING ORGANIZATION:

_____ **Breakfast Date(s):** _____; _____ **Honorarium received: \$** _____
_____ **Lunch Date(s):** _____; _____ **Travel/lodging expenses \$** _____
_____ **Dinner Date(s):** _____; _____ **Other \$** _____ (Explain)

TOTAL ESTIMATE OF TRAVEL EXPENSES:

(Funding provided by the sponsoring organization should be subtracted from the travel expense request)

Signature _____
Date

FUNDING LEVEL REQUEST: (check one)

A _____ 70%
B _____ 60%
C _____ 50%
D _____ \$300

DEAN/DIRECTOR COMMENTS:

Signature of Dean/Director _____
Date