

APPLICATION FOR TRAVEL GRANT FACULTY OF ARTS

[Fiscal year: April 1–March 31]

TRAVEL INFORMATION

Professor Date of Application

Department

Place of Travel

Date of Travel *Depart:* *Return:*

PURPOSE OF TRAVEL (Conference, Paper, Presentation, etc.) PLEASE ATTACH INFORMATION SHEET.

<input type="checkbox"/> Present Paper	<input type="text"/>
<input type="checkbox"/> Attend Conference	<input type="text"/>
<input type="checkbox"/> Visiting Lecturer	<input type="text"/>
<input type="checkbox"/> Travel – Collaboration	<input type="text"/>
<input type="checkbox"/> Travel – Library	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

EXPENSES (Anticipated)

Expense Items:

Cost

Air Fare \$

Hotel

Mileage

Car Rental

Other: Bus, Train, Taxi, Parking

Meals and Entertainment

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Registration Fee(s)

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Additional Expenses *(detailed explanation required)*

.....

Total

.....

\$

Applicant's Signature

OFFICE USE ONLY:

_____	_____	_____	_____
Chair of Department	Date	Dean's Office	Date

AMOUNT APPROVED \$			

ACCOUNT # _____			