



**BOSTON COLLEGE**  
**College of Arts and Sciences**  
 2011/2012 Faculty Travel Request Form

This request, along with a copy of the conference program or the conference URL, must be submitted to Joyce Mannix in Gasson 104 at least six weeks prior to departure.

Department

Department Chairperson

Faculty Member

Current Date

Conference Location

Conference Name

Conference Date (Start)

Conference Date (End)

Purpose of Attending Conference

Expenses

Airfare	<input type="text"/>
Ground Transportation	<input type="text"/>
Lodging and Meals (w/o receipts lodging \$50, meals \$30)	<input type="text"/>
Registration Fee	<input type="text"/>
Total (combined cost of travel cannot exceed \$1,000)	<input type="text"/>

Chairperson's Approval

Date

Dean's Office Approval

Date

Distribution	Department	Fund	Fund Source	Program	Function	Property
%						
%						