

2003/04 Travel Request Form

This request, along with a copy of the Conference Program or the Conference web site address, must be submitted to Joyce Mannix in Gasson 109 at least 6 weeks prior to departure.

Department _____

Department Chairperson _____

Faculty Member _____

Date _____

Conference Location _____

Conference Name _____

Conference Dates _____

Purpose of Attending Conference _____

Airfare	\$	
Ground transportation— <i>maximum allowance \$80</i>	\$	
Lodging and meal	\$	
<i>maximum \$120 per night w/receipts w/o receipts lodging \$50, meals \$30</i>		
Registration fee	\$	
TOTAL— <i>combined cost of travel cannot exceed \$1,000</i>	\$	

Chairperson's Approval _____

Date _____

Dean's Office Approval _____

Date _____