

**Division of Natural Sciences & Mathematics Travel Application
Complete Form**

Name:

Title (circle): Adjunct Full-Time Instructor Tenure-track Instructor
 Tenured Instructor Asst. Professor Assoc. Professor Professor

Date of last faculty DONSAM-funded travel

Describe how the proposed activity will contribute to your expertise and impact your teaching and mentoring.

Describe how the proposed activity will make a significant contribution to your discipline.

Did you apply for a faculty development grant? If not, why not? If so, what response (if any) have you received?

List all other sources of funding (with amounts) that you may use for the proposed travel.

Which of the following best describes your travel plan?

- Attend Conference
- Present paper/poster at conference
- Chair panel discussion or session at conference
- Attend workshop
- Moderate workshop
- Meet with collaborators for future presentation/publication.
- Other:

**Division of Natural Sciences & Mathematics – Travel Application
Complete Form**

Date: _____

Name: _____ Warrior ID #: _____ Phone Ext.: _____

Purpose of Travel (name of meeting, event, or activity): _____

Travel Destination: _____

Is this an out-of-state conference, internship or field trip? Yes No

If out-of-state and not a conference, internship or field trip, provide out-of-state justification:

Travel Dates - Departure date and approximate time: _____

Return date and approximate time: _____

Student(s)/other travelers: _____

Complete a Student Travel Authorization for travel other than class field trips.

Advance Requested? Yes No Additional Checks Requested: Yes No
(i.e. advanced payment for lodging, registration, etc.)

Estimated Expenses:

Airfare: _____ Do you need assistance making your reservation? Yes No
If no, please give Admin. Asst. a copy of your itinerary receipt.

Lodging: _____ Ask for tax-exempt, government rate.
Save check-out receipt and give to Admin. Asst. upon return.

Per Diem: _____ Calculate based on rates here: Per Diem Rates

Meals included in registration? If so, which ones? _____

Breakfast included at hotel? Yes No

Mileage: _____ Do you need a car reserved? Yes No
If you are driving your own car, license plate number: _____

Rental/Taxi: _____ **Save taxi/shuttle receipts and give to Admn. Asst. upon return.**
Note: Tips come out of your per diem.

Registration: _____ **Provide Admin. Asst. with a copy of your registration receipt.**

Other: _____

Source of other funding, if applicable: _____ Amount: _____

Minimum amount of DONSAM funding that would allow travel: _____

Office use only:

Travel Funding: Approved _____ Rejected _____

Amount of funding approved: _____

Signature: _____ Date: _____

Committee Member