TRAVEL FUNDING REQUEST
COLLEGE OF ARTS & SCIENCES

applicant's name: _____

applicant's department: _____

destination: _____

dates: _____

estimated expenses (use exact figures where known; otherwise use estimation-guides below and save all receipts for reimbursement):

transportation	_____ (air, rail, Truman vehicle)
(for private car) miles x .475	_____
meals: ____ days x $50	_____
lodging: ____nights x $100	_____
other costs (specify)	_____
total estimated cost	_____

sources of funding:

applicant:	_____
applicant's department:	_____
amount requested from CAS:	_____
total support:	_____

On the reverse, *briefly* explain the purpose of the proposed travel, and how it supports the mission of the College and/or University, as well as how it benefits the applicant and/or applicant's department and student learning. Please be specific as to the nature of your participation (e.g., attending, on the program, plenary speaker, panelist/discussant, presenting a paper or poster, delegate representing Truman, etc). *Attach a completed Request to be Absent from Campus form.*

_____
applicant signature date

amount approved and/or endorsement by applicant's department chair

_____ _____
amount dept. chair signature date

amount approved by Dean or designee from College of Arts & Sciences

_____ _____
amount dean signature date