

Request for Travel Funds



Please save this form to your computer **first**, then fill out & email it to your **travel coordinator**.

Name: _____ Title: _____ ID # _____

Email: _____ Phone: _____

Name of Conference/Event/Archive:

Presentation Title:

Purpose of Travel:

Travel Destination (City, State, Country):	
Travel Dates:	_____ to _____
If you have more than one travel request this year, what is this trip's priority?	1 st choice 2 nd choice 3 rd choice 4 th choice
Travel Expenses/Estimations:	
Car Rental:	_____
Airfare:	_____
Hotel/Lodging:	_____
If using personal vehicle, estimated mileage:	_____ miles @ .70¢ per mile = _____
Parking / Shuttle / Taxi or other transportation costs:	_____
Registration Fee:	_____
Meal Expenses:	Choose One: Claiming per diem Submitting receipts
Do you have other sources of funding through UNT?	If yes enter amount: Source: _____

Total Requested:

Approval (completed by department)	Approved	Denied	Amount approved:
Signature of Chair / Acct Holder: _____			