

UNT School of Philosophical & Historical Inquiry (SoPHI) Request for Travel Form

To apply for travel funds or to use award or professional development funds for travel, please submit the following documents:

- 1) UNT SoPHI Request for Travel Form
- 2) Faculty Application for Approval of Leave
- 3) A copy of the conference program, invitation, etc. documenting the need to travel
- 4) UNT approval of conference membership purchase (if applicable)
- 5) If international trip, submit International Travel Registration confirmation

Note: If you are using funds you already have, and that are approved by the awarding office to use for travel, you can skip any questions that are specific to applying for travel funds.

Name:

Faculty rank:

Is this application for a Large Grant or Small Grant or N/A?:

Name of Organization/ Association/ Event Attending:

Dates of Travel/ Attendance:

Location (city/ state/ country):

Title of Presentation:

Type of Presentation (keynote, speaker on a panel, commentator, chair, member of program committee, office or an organization, etc.):

Additional information (as needed):

Request for Travel Funds

Submit completed form to Administrative Coordinator for processing. SoPHI may be able to fund only a portion of total requested. **Reminder that faculty must also complete and submit the VPAA-150.**

Employee ID:

Cell:

Email:

Estimated Expenses:

For meals, please indicate if you are requesting the use of per diem or if you will be submitting receipts for reimbursement.

Airfare: \$

Rent Car: \$

Lodging: \$

Meals: \$

Parking: \$

Taxi/shuttle: \$

Other misc. expenses: \$

Explain (Registration, etc..)

Do you plan on using Coupa to book any accommodations using Deem? **(this cannot be changed later)**

YES

NO

Total Requested*: \$

*If using already awarded/prof dev funds how much do you want to use?

If approved, Chair or Administrative Coordinator will send award email with amount awarded.

FOR ADMIN USE:

School Approved Total: \$

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