



DEPARTMENT OF RGRLL

INTERNAL TRAVEL FUNDS FOR CONFERENCE TRAVEL APPLICATION FORM 2011-12

Please print and give this form to Cindy McCarty by 15 November 2011 at 4pm to be eligible for the in funds available from RGRLL for the current academic year.

These funds may be used to make up the difference between the CLA funds and your conference expenses or to cover another conference during the academic year. If you do not apply for internal funds by the deadline, eligibility for the funds will expire. To qualify, you must present a paper or demonstrate significant professional contribution.

Please remember that, effective 1 January 2009: all department and CLA travel funds require that faculty member turn in receipts within 30 days of all trips to be able to receive reimbursement. Otherwise funds revert back to department or college.

Faculty member's name:

Conference:

Dates of travel:

Place of conference:

Rcr gt 'vng lgr r pcvkp:

Did you qualify for CLA travel funds for this conference as well? \_\_\_ Yes \_\_\_ No

Estimated Trip Cost: \$

Registration \_\_\_\_\_ Transportation \_\_\_\_\_

Lodging \_\_\_\_\_ Per Diem \_\_\_\_\_

\*PLEASE TURN IN 5 ITEMS WITH THIS FORM: (1) Travel authorization=4+Rcr gt 'ceegr vpeg=5+Kvgt pcvkpcrivt cxgilkpwt cpeg'ht o 0

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_