

APPLICATION FOR TRAVEL GRANT

FACULTY OF ARTS

[Fiscal year: April 1–March 31]

TRAVEL INFORMATION

Professor		Date of Application	
Department			
Place of Travel			
Date of Travel	Depart:		Return:

PURPOSE OF TRAVEL (Conference, Paper, Presentation, etc.) PLEASE ATTACH INFORMATION SHEET.

<input type="checkbox"/> Present Paper	
<input type="checkbox"/> Attend Conference	
<input type="checkbox"/> Visiting Lecturer	
<input type="checkbox"/> Travel – Collaboration	
<input type="checkbox"/> Travel – Library	

EXPENSES (Anticipated)

Expense Items:	Cost
Air Fare	\$
Hotel	
Mileage	
Car Rental	
Other: Bus, Train, Taxi, Parking	

Meals and Entertainment

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Registration Fee(s)

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Additional Expenses *(detailed explanation required)*

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Total

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\$

Applicant's Signature

OFFICE USE ONLY:

Chair of Department

Date

Dean's Office

Date

AMOUNT APPROVED \$

ACCOUNT # _____

July 2010