

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.

☐ Present Paper
☐ Attend Conference
☐ Visiting Lecturer
☐ Travel – Collaboration
☐ Travel – Library

EXPENSES (Anticipated)

Expense Items:

Cost

Air Fare

\$

Hotel

Mileage

Car Rental

Other: Bus, Train, Taxi, Parking

Meals and Entertainment

.....

Registration Fee(s)

.....

Additional Expenses *(detailed explanation required)*

.....

Total

.....

\$

Applicant's Signature

OFFICE USE ONLY:

Chair of Department

Date

Dean's Office

Date

AMOUNT APPROVED \$

ACCOUNT #
