

NOTICE OF INTENT FOR TRAVEL GRANT

FACULTY OF

[Fiscal year: April 1–March 31]

DUE JANUARY 31

TRAVEL INFORMATION

Name, Rank

Date of Application

Department

Place of Travel

Date of Travel *Depart:*

Return:

Did you receive AUT conference travel funding last year? Yes No

PURPOSE OF TRAVEL (Conference, Paper, Presentation, etc.)

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

EXPENSES (Anticipated)

Expense Items:

Air Fare \$

Hotel \$

Mileage \$

Car Rental \$

Other: Bus, Train, Taxi, Parking \$

Meals and Entertainment \$

Registration Fee(s) \$

Additional Expenses (*detailed explanation required*) \$

Total \$

Cost

Applicant's Signature

OFFICE USE ONLY:

Dean's Office

Date

AMOUNT APPROVED \$ _____

ACCOUNT # _____