

APPLICATION FOR COLLEGE TRAVEL MONEY  
COLLEGE OF APPLIED SCIENCES & TECHNOLOGY, AT 202

(Return with completed, signed travel authorization form and **verification of program involvement.**)

DATE \_\_\_ / \_\_\_ / \_\_\_ NAME \_\_\_\_\_ DEPT/SCHOOL \_\_\_\_\_  
MEETING/ACTIVITY: National \_\_\_ Regional \_\_\_ State \_\_\_ Other \_\_\_  
EVENT NAME \_\_\_\_\_  
PLACE \_\_\_\_\_ DATES: \_\_\_ / \_\_\_ / \_\_\_ THROUGH \_\_\_ / \_\_\_ / \_\_\_

**REASON FOR TRAVEL**

(Attach descriptive material, such as letter about committee responsibility, abstract acceptance etc., checking as many spaces below as appropriate.)

Invited _____	Paper Presentation _____	Performance _____
Refereed _____	Poster Presentation _____	Exhibit _____
Contributed _____	Chair a Session _____	Other _____

TITLE \_\_\_\_\_  
(Presentation, chaired session, other, etc.; be specific.)

**ESTIMATED EXPENSES**

Travel	\$ _____	(mode of travel is _____)
Lodging	\$ _____	(max is \$79 in-state)
Meals	\$ _____	(max per day is \$26 in-state, \$32 out-of-state)
Fees	\$ _____	(number of meals included in fee _____)
TOTAL COST	\$ _____	

List any honorariums or reimbursed expenditures you will receive for this travel \$ \_\_\_\_\_

Personal Funds \$ \_\_\_\_\_ (25% to 33% of cost is minimum expected)

**APPLICANT SHOULD NOT WRITE BELOW THIS LINE**

**SOURCE OF OTHER FUNDS**

Dept/School Travel Money	\$ _____	(acct. _____)
Other Money (such as grant money)	\$ _____	(acct. _____)
TOTAL	\$ _____	

**REQUEST FROM DEAN** \$ \_\_\_\_\_

DEPT/SCHOOL CHAIR \_\_\_\_\_ DATE \_\_\_\_\_  
(Please sign; attach reasons if you are not allocating funds.)

**AMOUNT ALLOCATED FROM DEAN** \$ \_\_\_\_\_

**TOTAL AMOUNT ALLOCATED** \$ \_\_\_\_\_

**ASSOCIATE DEAN** \_\_\_\_\_ **DATE** \_\_\_\_\_