



**Southern**  
Illinois University  
Carbondale

# Request for Travel Support

Name of Traveler \_\_\_\_\_ Rank:  Asst.  Assoc.  Prof.  Student  Other

Please print clearly

Department \_\_\_\_\_ Proposed trip dates \_\_\_\_\_ to \_\_\_\_\_

Destination \_\_\_\_\_ Professional Society or Agency \_\_\_\_\_

If this is a professional meeting is it:  State  Regional  National  International

Purpose:  Invited presentation (include copy of invitation)  Artistic exhibition or performance  
 Volunteered paper  Volunteered/invited poster  
 Officer in organization; name office: \_\_\_\_\_  
 Other (explain) \_\_\_\_\_

Give title(s) of papers, posters, other presentations, performances: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Estimated cost of travel	\$ _____	Other (Explain)	\$ _____
Per diem: _____ per day x _____ days	\$ _____		
Registration	\$ _____	<b>TOTAL EST. COST</b>	\$ _____

**TOTAL AVAILABLE FROM GRANT (give account number)** \_\_\_\_\_ \$ \_\_\_\_\_  
**Funds**

\_\_\_\_\_  
 Signature of Traveler Date

**APPROVAL SIGNATURES AND AMOUNT TO BE ALLOCATED:**

\_\_\_\_\_  
 Department Chair/Director Date \$ \_\_\_\_\_  
**Funds**

Priorities and Comments:

\_\_\_\_\_  
 Dean, College/School Date \$ \_\_\_\_\_  
**Funds**

Priorities and Comments:

\_\_\_\_\_  
 Graduate School/Research Development and Admin. Date \$ \_\_\_\_\_  
**Funds**

Priorities and Comments: