REQUEST FOR CONFERENCE PARTICIPATION TRAVEL FUNDING
to the UNIVERSITY ENRICHMENT COMMITTEE (via the Office of Associate Deans)

NAME _______________________________ DEPARTMENT _______________________________

TELEPHONE _______________________________ E-mail Address _______________________________

NAME OF MEETING _______________________________ PLACE OF MEETING:_________________________

DATES OF MEETING:_________________________

Please submit with this cover page an abstract or a copy of your paper to be presented and a letter of acceptance. If you are presenting a poster or acting as a discussant, please describe the presentation and the form in which the final report will be presented. A conference participation grant will pay for (1) the actual cost of your rail or airfare, (2) up to $40.00 toward ground transportation, (3) up to $125.00 toward lodging and meal expenses (for which you have receipts) for each night you are at the conference and (4) the actual conference registration fee. (If you are a discussant, the reimbursement is 60% of these amounts). The total reimbursed for lodging, meals, and registration fee will not exceed $740.00. The total amount of the grant will not exceed $1,350.00 for travel to domestic destinations or $1,570 for travel to international destinations. Although the amounts to be reimbursed under the grant cannot be known until you actually incur these costs, the amounts anticipated based on your application are shown below. The actual amounts of the grant will be adjusted upward or downward based on your actual expenses for the areas listed below.

**Anticipated Expenses:**

- Rail or Air Fare _______________________________ + $40 Ground fares _______________________________ $ ____________
- Car Miles _______________________________ @ .555 cents per mile _______________________________ $ ____________

**Number of Nights You will be at the Conference _________**

- (1) Lodging and Meals = # of Nights @ $125 $ ____________
- (2) Conference Registration Fee $ ____________

Total of (1) Lodging and Meals and (2) Conference Registration Fee (Maximum is $740) …… $ ____________

**Total Anticipated Expenses** (Maximum is $1350 domestic; $1570 international) …________ $ ____________

**FOREIGN TRAVEL:** Does your conference participation involve travel outside of the United States? Yes___ No___

If yes, please list the name of all countries where you plan to travel:

- Please sign a Waiver, Release, and Indemnification Agreement for Faculty Foreign Travel form and include a copy with your application materials, http://www.pugetsound.edu/x28540.xml.


I agree to provide the University Enrichment Committee a report consisting of reasonable evidence of my participation at the conference, such as a copy of the final conference program or a copy of my paper/scholarly work, and the completed Expense and Reimbursement Record for University Enrichment Funds with original receipts, including especially the airfare receipt and conference registration fee receipt.

____________________________________ ________________
Signature of Travel Grant Applicant Date

As the Department Chair, I agree to assess professionally the written presentation should I be requested to do so by the University Enrichment Committee.

____________________________________ ________________
Signature of Department Chair Date

Please send your Travel Grant Application to Associate Dean Sunil Kukreja, CMB 1020, Jones 212.

Revised 7/13