

REQUEST FOR TRAVEL FUNDS

Department of Mathematics & Statistics

Date: _____

Name: _____

Destination: Meeting (please specify name of meeting): _____

Will you give a talk? _____ Invited _____ Contributed _____ Length _____

Additional Purpose for Travel: _____

Departing Lincoln: _____ Arriving Destination (City): _____

Departing Omaha: _____

Preferred Date/Time Departure: _____ Preferred Date/Time Return: _____

If traveling by commercial carrier:

_____ Book ticket for me

_____ Bill directly to University

_____ Book ticket immediately

_____ Bill to my credit card: _____

_____ Wait for approval of Dept. Funds

Total Estimated Expenses:

_____ Airfare

_____ Auto _____ State Vehicle _____ Personal Vehicle License # _____

Owner: _____

_____ Lodging

_____ Meals

_____ Registration Fees

_____ Taxi/City Fares

_____ Other: _____

_____ **Total Estimated Expenses**

Funding Sources: (Total should equal total estimated expenses)

_____ Grant Funds (Charge to Company Center # _____)

_____ Support provided by non-UNL organizations or local hosts.

Place * in margin by items supported by local hosts above.

_____ Requested from College of Arts and Sciences

_____ Requested Department Funds

_____ Personal Funds

_____ **Total from all funding sources**

Signature of Applicant: _____

Department Funds Approved: _____ Source: _____

To Mavis: _____

Approved by: _____ Date: _____