

REQUEST FOR TRAVEL SUPPORT

Department of English

Name _____
(Last) (First) Date

Organization and Event

Date(s) of Travel

Location

Professional Involvement: (Documentation must be attached or forwarded as soon as possible.)

- _____ a. presentation of a paper, solo exhibition, or solo performance
- _____ b. service as an organization officer, board member, conference organizer, or juror
- _____ c. session chair, organizer, panelist, group exhibitor, or group performer
- _____ d. attendee
- _____ e. other (please explain) _____

Impact Statement: Describe how the outcomes of the travel will impact teaching, research, or service activities and how the information will be shared with others: _____

Cost Estimate:

For Travel Guidelines from Business Services use: <http://www.uwlax.edu/business-services/our-services/travel/>

For Lodging/M meal & Incidentals per diems please use: <https://uw.foxworldtravel.com/rate-calculator/>

Transportation: Personal Auto (mileage) \$ _____ or Rental (cost + gas) \$ _____
Train/Airfare \$ _____ Name of airline _____ \$ _____
Lodging: Number of nights _____ at \$ _____ per night \$ _____
Name of hotel _____
Meals: Number of days _____ \$ _____ per diem est \$ _____
Miscellaneous (please itemize) \$ _____

Total Estimated Amount \$ _____

List other members of Department also attending _____

List other sources of support such as registration waiver, foundation grants, external grants, etc.

Total \$ _____

Amount Granted

Total \$ _____

Date

Chair