

**REQUEST FOR EXPENSES TO PRESENT A PAPER OR TO BE INVOLVED IN
LEADERSHIP AT A PROFESSIONAL MEETING**

All requests must be approved in advance of the meeting by the department chair.

I. Information

Name _____ Department _____

Name of Meeting _____

Date _____ Location _____

Describe specifically your participation in the meeting; e.g. title of paper or role of leadership.

II. Expenses

Please estimate expenses prior to the meeting. After your return from the meeting, please promptly submit actual expenses with receipts to your department chair.

Estimated

Registration _____

Travel (mileage rate is .55) * _____

Lodging ** _____

Meals *** _____

Other _____

Total _____

Minus Funds from Departmental Budget ***** _____

Requested from the Provost _____

* All arrangements for air travel are to be made through Carlson Wagonlit (1-866-214-6361).

** The maximum cost of lodging will normally be at the rate of double occupancy.

*** A maximum of \$25 per day for meals will be paid from college funds.

**** Ordinarily, funds available within the departmental budget must be expended before additional monies will be approved by the Provost.

Approved

To Department Chair: Please give brief rationale for your approval of this request.

Department Chair _____ Date _____

Provost _____ Date _____