

**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.

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**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 54.5) \_\_\_\_\_

Lodging \* \_\_\_\_\_

Meals (reimbursed with receipts) \_\_\_\_\_

Other \_\_\_\_\_

Total \_\_\_\_\_

Minus Funds from Departmental Budget \*\* \_\_\_\_\_

Requested from the Provost \_\_\_\_\_

Arrangements for air travel may be made through Travel Leaders (1-866-214-6361).

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

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

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**Approved**

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

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Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_