

MATH DEPT TRAVEL ESTIMATE FORM

Please estimate your expenses on this form. Do not calculate meal per diem or incidentals.

Due Dates: US Travel: 6 weeks lead time – International Travel 8 weeks lead time.

Today's Date:							
Name of Traveler:				Rank:		CWID:	
Purpose of Trip:				Do you have any special funding for this trip? What type?			
Presenting at conference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	TYPE OF PRESENTATION:				
Trip destination: (City & State)							
Departure Date:		Departure Time:		Emergency Contact: (Person & Phone #)			
Return Date:		Return Time:		Your Contact # While Traveling:			
If you are NOT requesting financial support please CHECK HERE and leave the rest of the form blank (including the justification page).							
PLEASE NOTE: ALL TRAVEL MUST BE APPROVED BY THE CHAIR AND THE DEAN BEFORE THE TRIP IN ORDER TO BE REIMBURSED AND/OR COVERED BY WORKER'S COMP.							TOTALS:
Meals Per diem is \$50.00 per 24 hr time period (leave blank)							
Lodging	Total # of Nights		Per Night Charge (include any taxes)		Booked	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Conference Fee		Conference prepay due date (if any)					
Miscellaneous Estimate (taxi, telephone, parking)			Describe:				
Incidentals - \$5 per day (leave blank)							
Method of Travel (check one):		Private Car <input type="checkbox"/>	State Vehicle <input type="checkbox"/>	Rental Car <input type="checkbox"/>	Air <input type="checkbox"/>	Other: <input type="checkbox"/>	
Mileage – Round Trip – (private car or state car only):				X .50	Please attach map quest mileage printout		
Airfare	Flight Reserved?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Method of Payment:			
Estimated Total (leave blank)							
Chair Comments/Approved Total:							
Account ▼	Acct Number/Amt Each						
	State (Department) Travel						
	Foundation Grant						
	NSM Dean						

JUSTIFICATION FOR DEPARTMENT EXPENSE
(Please complete the appropriate justification for your travel request)

1. Research Presentations (please answer all of the questions below):

a). What was the peer review process, if any, for having your paper accepted for presentation?

b). Where does this paper fit into your research program?

c). Will it result in a publication?

d). Will you be able to interact with research colleagues while you are attending this meeting?

__YES

__NO

e). Is it possible that a grant proposal will be a result of this work?

__YES

__NO

f). How many additional conferences do you anticipate attending this year, before July 2010?
Where in your priority ranking for these meetings does this meeting fall?

2. Other Travel Exceeding \$100 (please answer all the questions below):

a). Describe your participation in the event.

b). What professional benefits will be realized by your participation?

c). What benefit to the University will be realized by your participation?