

## Faculty Travel Request Form

To support dissemination of research or creative activity  
Please submit your request to the Graduate School at least **1 week prior to date of departure**

Name: \_\_\_\_\_ SIUE Email: \_\_\_\_\_  
 Department: \_\_\_\_\_ Grad School Request: \_\_\_\_\_  
 Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_  
 Destination: \_\_\_\_\_

**Name of Conference:** \_\_\_\_\_

**Title of Presentation:** \_\_\_\_\_

**Eligibility:** In the case of multiple authors, R&D funding is limited to support *only one* of the authors. Are you the only author/presenter seeking Grad School funding for this presentation?  yes  no

**Attachment Checklist (Required)**

- Copy of presentation abstract
- Copy of notification of acceptance to present
- Detailed budget and budget justification
- Justification letter for travel outside the continental U.S. by School/College Dean (requests for travel *using state accounts* to supplement travel outside the continental U.S., including Hawaii and Alaska; these request packets to be submitted directly to Provost's Office)

Faculty Signature: _____	Date: _____
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**ADDITIONAL FUNDS (NOT REQUIRED) PROVIDED BY:**

Source:	Amount	Fiscal Officer Signature	Notification Email	Date
Department Acct#				
School/College Acct#				
Dept/FDF/Other Acct#				

Transfers will occur quarterly – January, April, July, and October

**GRADUATE SCHOOL ACTION**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ (letter attached) Amount Awarded \$ \_\_\_\_\_

Dean  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certified by \_\_\_\_\_

**ORP Use Only**

<input type="checkbox"/> External Grant: _____ (award; date)	AIS Account # _____
<input type="checkbox"/> Internal Grant: _____ (award; date)	<input type="checkbox"/> First Trip FY: _____ (date)
<input type="checkbox"/> Logged In DB: _____ (date)	<input type="checkbox"/> Second Trip FY: _____ (date)