

**College of Arts and Sciences and Graduate, Professional and Continuing Education Office
Sponsorship of Faculty and Graduate Student Travel
Request Form**

(Instructions: Please fill out the form online, print out for signatures, get signature of chair/program director in major department/program, and submit to the CAS Associate Dean for Financial, Information and Data Analysis, O'Reilly Hall 101. Upon completion of travel, submit a copy of the completed University Travel and Expense form along with electronic copies of the required supporting documentation as listed at the bottom of this form.)

Name:	Department:	Date:
Faculty Member: <input type="checkbox"/>	Graduate Student: <input type="checkbox"/>	
Conference:	Location:	Dates of Attendance:
Type of Presentation:		
Title of Presentation:		
Evidence of competitive selection or prestigious invitation:		

Cost Estimate: \$	Airfare \$	Automobile \$	Lodging \$	Meals	
	\$ Registration	\$ Other	\$	<u>TOTAL</u>	
Are funds being requested for multiple co-authors?					
Amount requested from Department/Program: \$					
Amount requested from Academic Unit: \$					
Amount requested from the Graduate School (if funding is available): \$					
Account to which funding is to be transferred:					

The College of Arts and Sciences, the Graduate, Professional and Continuing Education Office (GPCE), and the department will each provide one-third of the actual cost of the approved travel up to the total indicated on this form unless otherwise specified. All criteria in the accompanying guidelines must be met in order for cost sharing to be provided by the College of Arts and Sciences and the Graduate, Professional and Continuing Education Office.

Department Chair	Date
Dean/Associate Dean of the College	Date
GPCE Representative	Date

Please submit electronically the following documentation to Cathy.Emley@notes.udayton.edu: 1) Abstract; 2) Evidence of competitive selection (if available); and 3) Link to Conference information or Conference paper program. All documentation must be received by the Dean's Office of the College of Arts and Sciences prior to transfer of the requested travel support.