**COLLEGE OF MEDIA**

**REQUEST FOR TRAVEL FUNDING**

**ADVANCED APPROVAL IS REQUIRED PRIOR TO COMMITTING TO OR COMPLETING ANY TRAVEL TO BE PAID WITH UNIVERSITY FUNDING. NO REIMBURSEMENTS OR PAYMENTS CAN BE MADE WITHOUT A COMPLETED REQUEST ON FILE**.

**\* Please attach additional information as needed. \***

(Ver. 12 - 3/27/24)

**REQUESTER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACCOUNT NAME (source of funds): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACCOUNT # (C-FOP): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REASON FOR TRAVEL**: University Business Conference Presenter

PURPOSE (Event name, research, role, etc.): \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_ DESTINATION(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPART (Date): \_\_\_\_\_\_\_\_\_ RETURN (Date): \_\_\_ **ASSOCIATED COSTS**:

Transportation to above:$ (Personal vehicle: [***$0.67 per mile for mileage***](https://www.busfin.uillinois.edu/cms/One.aspx?portalId=1993898&pageId=2130894) )

 *Check mode(s):* Flight Train Bus UIUC Carpool Rental Car Personal Vehicle

*Check payment method:*

Personally (Chrome River) or

T-Card

STF:

Awarded ($ )

Applied for ($ ) Not Eligible Exhausted

Lodging: Per Diem

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (check one: Chrome River *or* T-Card)

$ (Chrome River – [***see GSA per diem rates***](https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcontent104877))

*(Per diem only available if travel involves an overnight stay.* [***Foreign per diem rates***](https://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=0000)*vary dramatically, based on destination.)*

Event Registration: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (check one: Chrome River *or* P-Card)

Other / Misc. while there: $ (Chrome River - cab fares, shuttles, etc.)

***TOTAL REQUESTED***: $ 0 (Excluding STF $)

**REQUESTOR’S SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FUNDING / REIMBURSEMENT AUTHORIZATION**

APPROVED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department / Unit Head

APPROVED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean of College / Dean’s Designee