

## APPLICATION FOR PROFESSIONAL TRAVEL

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department: \_\_\_\_\_ Office Phone Number \_\_\_\_\_  
 Sponsoring Organization: \_\_\_\_\_  
 Location of Mtg/Conf: \_\_\_\_\_ Date(s) of Mtg./Conf.: \_\_\_\_\_  
 Paper/Poster Title \_\_\_\_\_  
 Scope of Meeting/Conference (please check):  International  National  Regional  State  Area

Please indicate briefly the nature of the meeting/conference:

Purpose for attending the Mtg./Conf. (please check & attach appropriate documentation)

- |   |  |
|---|--|
| 1. <input type="checkbox"/> Presenting a paper or poster 100% | 2. <input type="checkbox"/> Other presentations (Specify) 75%  |
| 3. <input type="checkbox"/> Chairing a session 75%            | 4. <input type="checkbox"/> Discussant 75%   |
| 5. <input type="checkbox"/> Serving as an officer 75%         | 6. <input type="checkbox"/> General professional development 50%<br>(no formal involvement in meeting) |

**NOTE: Appropriate Documentation such as Paper Acceptance, Proof of involvement in Meeting, or serving as discussant is needed to process your application.**

### Anticipated Expenses

Lodging: No. of nights x rate = \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Meals: \*see below x \_\_\_\_\_ days = \_\_\_\_\_ Cost: \$ \_\_\_\_\_

\*Per Diem Rates are determined by going to [www.gsa.gov](http://www.gsa.gov)

Personal car (mileage x .655) \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Air fare \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Other (specify) \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Conference Registration Fees: (Normally, Late Fees will not be paid) Cost: \$ \_\_\_\_\_

Misc. Expenses: Limited to \$10.00/day (Itemize on your expense report) Cost: \$ \_\_\_\_\_

**NOTE: Maximum \$2,000 for fiscal year 2023-24.**

**Total: \$ \_\_\_\_\_**