

GRANT-FUNDED TRAVEL FORM
OFFICE OF RESEARCH & SPONSORED PROGRAMS
Division of Institutional Advancement

Application for Grant Funded Travel Authorization**Estimated time of Completion: 5 minutes or less**

NAME: <input style="width: 90%;" type="text"/>	DATE: <input style="width: 90%;" type="text"/>
DEPARTMENT: <input style="width: 90%;" type="text"/>	POSITION/TITLE: <input style="width: 90%;" type="text"/>
TELEPHONE EXTENSION: <input style="width: 90%;" type="text"/>	HOME MAILING ADDRESS: <input style="width: 90%; height: 40px;" type="text"/>
E-MAIL: <input style="width: 90%;" type="text"/>	

1.) PROJECT DETAILS

NAME OF GRANT FUNDED PROJECT	<input style="width: 70%; height: 30px;" type="text"/>
SOURCE OF FUNDING	<input style="width: 95%; height: 30px;" type="text"/>
COST CENTER	<input style="width: 95%; height: 30px;" type="text"/>

2.) TRAVEL DETAILS

NAME(S) OF PERSON(S) TRAVELING	<input style="width: 70%; height: 40px;" type="text"/>			
DATES OF TRAVEL	DATE LEAVING	<input style="width: 80%; height: 30px;" type="text"/>	DATE RETURNING	<input style="width: 80%; height: 30px;" type="text"/>
DESTINATION	CITY	<input style="width: 80%; height: 30px;" type="text"/>	STATE	<input style="width: 80%; height: 30px;" type="text"/>
NAME AND TYPE OF VENUE: (CONFERENCE/ WORKSHOP/ETC (PLEASE BE SPECIFIC).	<input style="width: 95%; height: 40px;" type="text"/>			

3) FUNDING DETAILS

PLEASE DESCRIBE THE REASON FOR THE REQUEST	<input style="width: 75%; height: 80px;" type="text"/>
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IS THIS BUDGETED IN THE ORIGINAL GRANT PROPOSAL? YES NO

IF YES, WHAT IS THE INITIAL AMOUNT OF FUND DOLLARS IN THE 5030 LINE

IF NO, HOW WILL IT BE COVERED

4.) ESTIMATED COST

PLEASE USE THE AREA BELOW TO PROVIDE AN ESTIMATED COST FOR YOUR GRANT FUNDED TRAVEL ACTIVITY

WORKSHOPS, CONFERENCES, COURSES, ETC.:

REGISTRATION FEES: \$

HOTEL CHARGES: \$

TRANSPORTATION: AIRFARE/RAIL: \$

TRANSPORTATION: GROUND: \$

MEALS: \$

TUITION: \$

MATERIALS AND SUPPLIES: \$

EQUIPMENT: \$

OTHER: \$

PLEASE EXPLAIN

TOTAL: \$

The information I have provided above is accurate to the best of my knowledge.

Signature of Person Traveling

Date

Signature of Other Persons Traveling

Date

Signature of Other Persons Traveling

Date

Signature of Other Persons Traveling

Date

Signature of Other Persons Traveling

Date

5.) ENDORSEMENTS

Signature of Project Director

Date

Signature of Vice President of Administration and Finance

Date

ORSP NOTES AND ENDORSEMENTS

AUTHORIZATION #

AMOUNT APPROVED