Conference Travel Request

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I would like to attend a:

☐ Conference ☐ Meeting ☐ Workshop ☐ Other *(please specify)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Title of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Sponsor Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Event Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

7. Do you plan on extending the travel by taking any personal days? ☐ Yes ☐ No

8. Has an abstract been submitted? ☐ Yes ☐ No
 If Yes, please attach and provide the date submitted \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

9. Has the abstract been accepted? ☐ Yes ☐ No

If yes, please provide the acceptance date \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

10. Budget. Please provide an estimated budget for this travel. Include all costs and sources of funds in the budget table below. Indicate if you have already paid any registration fees or made any travel confirmations in the Budget Comments line below.

|  |  |  |  |
| --- | --- | --- | --- |
| Expense | Amount | Travel Fund Request | Other Funds |
| Registration Fee | $ | $ | $ |
| Airfare | $ | $ | $ |
| Lodging | $ | $ | $ |
| Meals & Incidentals | $ | $ | $ |
| Ground Transportation | $ | $ | $ |
| Other | $ | $ | $ |
| TOTAL | $  | $ | $ |

Budget Comments (include source of any other funds):

11. Please answer the following two questions (one page maximum):

1. Why do you want to attend this event? How will you benefit?
2. How does your participation at this event further the goals and objectives of the ‘Ike Wai project?