

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):

a) Why do you want to attend this event? How will you benefit?

b) How does your participation at this event further the goals and objectives of the 'Ike Wai project?