Request for Funds – Conference and Research Travel

NAME:      DATE:  

Dates of Travel:     Destination:

**Purpose:**
International Conference: Present __  Attend __
National Conference Present __  Attend __
Regional Conference Present __  Attend __
Research __
Special Training __
Consultation __
Other ______________________________________________

**Estimated Budget**
Airfare:
Public Transportation:
Per diem (____@__/day):
Lodging:
Registration:
Mileage: (___@__/mile)
Other:
Total Estimated Cost:

Please attach:
1) A brief 1-2 page narrative stating the purpose and benefits of the travel to the applicant.
2) A copy of the invitation to present from the conference or event.

Signature ____________________________  Date __________________

*** Please submit this form via email to Roberta Magnusson (rmagnusson@ou.edu) and Jennifer Davis (Jennifer.j.davis@ou.edu) with the subject line: “Travel Fund Request” ***