

Request for Funds – Conference and Research Travel

DATE: _____

NAME: _____

Dates of Travel: _____ Destination: _____

Purpose:

International Conference	Present	__	Attend	__
National Conference	Present	__	Attend	__
Regional Conference	Present	__	Attend	__
Research		__		
Special Training		__		
Consultation		__		
Other		_____		

Estimated Budget:

		Total
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 Dr. Steve Bradford, abradford@ou.edu and Dr. Bala Saho, bsaho-1@ou.edu with the subject line: "Travel Fund Request" ***