

# REQUEST FOR TRAVEL EXPENSES FROM DEPARTMENT

*Requests must be made in advance: Fall travel by August; Spring travel by December; Summer travel by April.*

Please fill out as completely as possible and return to Sonya. We will get back to you with an answer as quickly as possible.

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

Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Dates of Conference: \_\_\_\_\_

Who is your advisor? \_\_\_\_\_ Does your advisor approve? \_\_\_\_\_

I will present a paper. \_\_\_\_\_

I will be a discussant. \_\_\_\_\_

I will chair a session. \_\_\_\_\_

Other. Explain \_\_\_\_\_

Estimated Costs:

Airfare \_\_\_\_\_

Hotel \_\_\_\_\_

Registration \_\_\_\_\_

Taxi \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

Total \_\_\_\_\_

Will you be sharing accommodations or rides with someone? \_\_\_\_\_

If yes, with whom? \_\_\_\_\_

Please check below if you're interested in applying for contributions for your conference costs from other sources:

Graduate School (limit one request per academic year not exceeding \$200) yes \_\_\_\_\_ no \_\_\_\_\_

CRES (funding is limited, award(s) not to exceed \$250) yes \_\_\_\_\_ no \_\_\_\_\_

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FROM: Rody Manuelli

The department will make a commitment to contribute \$ \_\_\_\_\_ towards your travel to attend the conference. (note: departmental policies limit approvals to two conferences in an academic year)

The Department of Economics will recommend additional contributions for your conference to:

Graduate School \_\_\_\_\_

CRES \_\_\_\_\_