

REQUEST FOR SUPPORT FOR PROFESSIONAL TRAVEL

(Non-International Travel, Submit to Provost Office for Final Approval if Dean/VP)

Name: _____

Date of Request: _____

Department: _____

Position: _____

Destination: _____

Conference/Organization Name: _____

Dates of Travel: _____

Are you presenting? Yes No

Title of research paper or description of other activities

Name/Contact of who will perform duties while gone

Attach a copy of the **proposal** you submitted and the **acceptance letter** from the conference. If you are not presenting, attach a short (one page maximum) narrative describing the benefits of this travel to you, the department and/or the college.

Estimated Cost

Transportation	\$ _____
Food, lodging and other expenses	\$ _____
Registration fees	\$ _____
Total	\$ _____

Requested Support

Department	\$ _____
College	\$ _____
Grant**	\$ _____
Other**	\$ _____
Total	\$ _____

** Attach a short narrative describing the source of funds.

Approved Support:

(Please make sure all fund sources are signed off before coming to the Provost Office)

Department	\$ _____	_____	_____	_____
		Cost Center #	Department Chair Signature	Date
College	\$ _____	_____	_____	_____
		Cost Center #	College Business Manager Signature	Date
Grants Fiscal	\$ _____	_____	_____	_____
		Grant & Cost Center #	Grant Administrator Signature	Date
Other	\$ _____	_____	_____	_____
		Other Name & Cost Center #	Fund Advisor/Administrator Signature	Date

Travel Support Approved:

In accordance with NIU Travel Guidelines and Restrictions (Executive Order 15-08)

Dean/Unit VP Signature Date

Provost Office Signature Date