Name:

Date of request:

**Lecturers & Sr. Lecturers**: Send the completed request form as an email attachment to the Associate Chair and a copy to the administrative manager.

Please remember:

- These funds are not guaranteed.
- These funds must be used to enhance one’s contractual obligations, and may be used for professional travel and research expenses under the normal university guidelines.
- One must request these funds in advance of travel, using this form.
- The text portion of the standard request form should explain how the request is related to the job and current duties of the lecturer applying for funding and how the program or the department would benefit from the lecturer attending the conference/workshop.
- This request must include all required information to be considered, and has to be written in **English**.

1. **EXPLANATION:**

   Please include the title and date of the event in which you will be participating. Explain how the request is related to your job and current duties and how your program and/or colleagues would benefit from your attending the event (note: this section will expand as you type).

2. **BUDGET:**

   - $ _____ Lodging
   - $ _____ Airfare
   - $ _____ Auto rental & Gasoline
   - $ _____ Tolls & Parking
   - $ _____ Train, Bus, Taxi, Limo
   - $ _____ Personal Auto ______ miles @ _______ cents per mile (current mileage rate)
   - $ _____ Conference Fee
   - $ _____ Other -- itemize non-travel expenses below (e.g., editing, translation services)

   $ _____ Total amount requested (in dollars)

Note: Because of limited funds we may not be able to support the full costs of your request.