

College of Engineering Request for Travel Funds

The College of Engineering is committed to supporting faculty endeavors that will enhance their externally funded research activities. In the event faculty may need to request College funding for travel, faculty members must request support in writing from the Associate Dean for Research. The following guidelines will apply:

- 1 The purpose of the travel must demonstrate a clearly derived benefit toward increasing externally funded research.
- 2 Faculty members should assess and utilize, to the maximum extent possible, funding from their F&A, discretionary, or related project sources in addition to seeking departmental funds.

Note: Funding will only be provided if no other funding source is available.

- 3 It is expected the **faculty member and department will supply at least 50%** of the cost of travel. The College will supply the remainder up to a maximum of \$750 per event.
- 5 Funds will not be dispersed prior to signed approval.
- 4 A written report must be returned to the Associate Dean for Research within ten days upon return and must include the following:
 - a) list individuals involved in the meeting
 - b) purpose and results of the meeting
 - c) timeline of potential research proposal(s)

Full Name **Phone:** **Department**

Email Address:

Destination

Proposed Dates **Through**

Purpose of Trip

Justification **Attach a one-page justification that details the following:**
 -Why the trip is needed
 -Demonstrate why this travel is an essential element for this effort
 -Relate this trip to a specific proposal or research effort
 -Program Officer or other principles you will contact
 -Expected benefit from this trip
 -Timeline of related outcomes

Total Estimated Travel Cost: \$ (This is the total submitted on the PRE-TRIP REQUEST FOR TRAVEL AUTHORIZATION)

Funding Already Secured:	Amount	Source
Self	\$ <input style="width: 80px;" type="text"/>	<input style="width: 250px;" type="text"/> example: F & A
Department	\$ <input style="width: 80px;" type="text"/>	<input style="width: 250px;" type="text"/>
Other (Specify)	\$ <input style="width: 80px;" type="text"/>	<input style="width: 250px;" type="text"/> example: Collaborating Dept./Industry
Amount Requested from College	\$ <input style="width: 80px;" type="text"/>	

Faculty PI

Department Chair

Associate Dean for Research

EAS Purposes

Amount from College

Funding Source
 NRI F&A Other _____

Cost Object:

Budget Transfer:

Dispensation of Request

Accepted

Denied