

Faculty/Staff Travel Request Form

To support dissemination of research or creative activity

Faculty Signature:		Date:	
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Checklist: *Documents found at "[Funding and Compliance Forms](#)" on the SIUE Graduate School forms page.

<input type="checkbox"/> Documented proof showing clear indication of peer review or special invitation OR completed *Chair Approval Form <input type="checkbox"/> Detailed budget and budget justification. *Budget Worksheet <input type="checkbox"/> Copy of notification of acceptance <input type="checkbox"/> Abstract of paper to be delivered or program providing details of work being exhibited or performed <input type="checkbox"/> (This) Faculty Travel Request Form signed by Department Chair and School Dean For Travel Outside the Continental U.S. <input type="checkbox"/> * Export Control License Exception form.
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Name: _____ 800# _____

Department: _____ SIUE Email: _____

Request must be received in the Graduate School at least 2 weeks prior to date of departure.

Departure Date: _____ Return Date: _____

Destination: _____

Name of Conference/Event: _____

Title of Presentation/Creative Activity: _____

Eligibility: In the case of multiple authors or presenters, R&D funding is limited to supporting *only one*. Are you the only author/presenter seeking Graduate School funding for this presentation? yes no

DEPARTMENT AND SCHOOL/UNIT SIGNATURES:

*Signatures indicate **approval** of trip as dissemination of research or creative activity and (optional) **funding** support. Signatures also **certify** that the abstract has been **peer reviewed** or the applicant has received an **invitation** to present **unless the Chair Approval Form is attached.***

Source:	Amount	Fiscal Officer Signature	Email Approval to: (enter Email)	Date
Total request				
Department Acct#				
School/College Acct#				
Dept/FDF/Other Acct#				
Graduate School Request (up to \$900)				

GRADUATE SCHOOL ACTION: certified by _____

Approved _____ Denied _____ (letter attached) Graduate School Amount Awarded \$ _____

ORP Use Only <input type="checkbox"/> External Grant: _____ (award; date)	<input type="checkbox"/> First Trip FY: _____ (date) <input type="checkbox"/> Second Trip FY: _____ (date)
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