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| Alice:Users:Alice:Desktop:aa bio.png | Alice:Users:Alice:Desktop:aa che.png | Alice:Users:Alice:Desktop:aa comp sci.png | Alice:Users:Alice:Desktop:aa math.png | Alice:Users:Alice:Desktop:aa phy.png |

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| **STEP 1** | **School of ScienceProfessional Travel Planning Form** |
| **INSTRUCTIONS** | **DEADLINES** |
| * Email completed form to Shannon Presha, Assistant to the Dean.
* Use a separate form for each event and for each faculty, staff, or student.
 |  **September 23**: October – June travel **May 1**: July-September travel |

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| **ATTENDEE INFORMATION** |
| **Today’s Date** |       |  |
| **First Name** |       | **Last Name** |       |
| **Department** |  | **Role** |  |

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| **EVENT INFORMATION** |
| **Title of Event** |       |
| **Travel Start Date** |       | **Travel End Date** |       |
| **Final Destination** |       (City/State/Country) |
| **Sponsoring Organization** |       |
| **Do you have a leadership position within the organization sponsoring the event?** | **[ ]** Yes**[ ]** No |
|  *If yes, please indicate position:* |  |
| **Are you receiving an Honorarium?** | [ ]  Yes [ ]  No |
| **Are any expenses paid by an external source, excluding Grants?** | [ ]  Yes [ ]  No |

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| **TYPE OF EVENT** |
| **Check all that apply:** |
| [ ]  | **Scholarly/Research** |
| [ ]  | **Professional Development** (such as course and curriculum, student engagement, scholarship-related, etc.) |
| [ ]  | **Other** (*please indicate*): |       |
| [ ]  | Is work that was done in collaboration with students being presented? |
| [ ]  | Are students also attending? (*If yes, attach a separate request for each student.*) |

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| **PRESENTATION STATUS** |
| **Are you presenting?** | **Topic(s)/Title(s) of Presentation(s)** |
| [ ]  | I’m the presenting author. |       |
| [ ]  | My student mentee(s) is/are the presenting author(s). |
| [ ]  | I’m co-author and a collaborator is presenting. |
| [ ]  | Total # of presentation(s) by myself, my students, or group. |
| **Type of Presentation (check all that apply)** |
| [ ]  | **Invited Presentation** |
| [ ]  | **Refereed Presentation** |
| [ ]  | **Contributed Presentation** |
|  | **[ ]**  | Oral Paper |
|  | **[ ]**  | Poster |
|  | **[ ]**  | Discussion session/workshop |
|  | **[ ]**  | Other |

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| **Last Name** |  | **Event** |  | *9/19/2019* |

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| **ESTIMATED EXPENSES AND REQUESTED FUNDING** |
| **Description** | **REQUESTED FROM** | **TOTAL AMOUNT REQUESTED**  |
| **School of Science** | **Department** | **Grant** | **Other**(please indicate)     |
| Registration | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| Airfare | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| Train Fare | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| Hotel | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| Car Rental | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| Personal Car Mileage | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| Incidentals | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| Airport/Train Park | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| Other | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **MEALS** | **PICK ONE OPTION BELOW** |
| [**GSA Domestic Per Diem**](https://www.gsa.gov/travel/plan-book/per-diem-rates)(Click to check Per Diem rates by city) | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **Actual Meal Expenses**(Receipts required) | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **TOTAL ESTIMATED EXPENSES** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |

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| **For School of Science Use: APPROVED FUNDING FROM SCHOOL OF SCIENCE** |
| **School of Science Travel Funding:** |       | **Date:** |  |

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| **For Faculty & Staff: SUMMARY OF STUDENTS ATTENDING THIS TRIP WITH ME**(Each student should submit an independent travel form as well)  |

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| **STUDENT REQUESTED SCHOOL OF SCIENCE FUNDING** |
| **STUDENT**Last, First (presenting/not presenting) | **Registration** | **Airfare****or Train** | **Hotel** | **Meals** | **Other** | **TOTAL** | **SoS****FUNDED AMT** |
| 1 |       | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 2 |       | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 3 |       | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 4 |       | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 5 |       | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 6 |       | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 7 |       | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |
| 8 |       | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |  |

**FINAL NOTE:** File, Save As (newfilename.docx), and then share via email as an attachment to Shannon Presha, Assistant to the Dean, School of Science.