

Faculty Travel Request Form

This funding covers up to \$600 in travel expenses.

Name:	Date:
(Please Print)	
Details:	
Location/Description:	
Dates:	
Title of Presentation/Project:	
Purpose of Trip/Research Expense:	
How is this Trip/Research Expense Relevant to Your Professional Development?	
Comments:	
Signature:(Ap	pplicant)
Approver:(C	Date:

SUBMIT THIS FORM TO YOUNG KIM FOR APPROVAL