

ACADEMIC FACULTY REQUEST FOR CoS SUPPLEMENTAL FUNDS FOR FOREIGN TRAVEL

Name _____ Title _____

Organizational Unit _____

Purpose of Trip _____

Itinerary _____

Dates of Trip _____

<u>Cost Estimate:</u>	<u>Outside Sponsor</u> ¹	<u>Personal/ Individual</u>	<u>Unit/ School</u>	<u>CoS</u> ²	<u>Total</u>
Transportation	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Meals & Lodging	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other Travel	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Registration Fee	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total Estimated Costs	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

¹List sponsored project number(s) _____

²Note: CoS request should match Unit/School commitment after subtraction of sponsored funds and individual contributions. CoS often uses GTRC funds for its contributions and GTRC funds cannot be used in conjunction with GTF funds.

List dates and levels of support for any CoS assisted travel during past three years

Brief Statement of Justification

Signed: _____
Traveler Date

Recommended: _____

Signed: _____
School Chair Date

Approved in CoS: _____ Date _____