

GRANT-FUNDED TRAVEL FORM

OFFICE OF RESEARCH & SPONSORED PROGRAMS

Application for Grant Funded Travel Authorization

Estimated time of Completion: 5 minutes or less

NAME: <input style="width: 90%;" type="text"/>	DATE <input style="width: 90%;" type="text"/>
DEPARTMENT: <input style="width: 90%;" type="text"/>	POSITION/TITLE: <input style="width: 90%;" type="text"/>
TELEPHONE EXTENSION: <input style="width: 90%;" type="text"/>	HOME MAILING ADDRESS: <input style="width: 90%;" type="text"/>
E-MAIL: <input style="width: 90%;" type="text"/>	

1.) PROJECT DETAILS

NAME OF GRANT FUNDED PROJECT	<input style="width: 70%;" type="text"/>
SOURCE OF FUNDING	<input style="width: 90%;" type="text"/>
COST CENTER	<input style="width: 90%;" type="text"/>

2.) TRAVEL DETAILS

NAME(S) OF PERSON(S) TRAVELING	<input style="width: 70%;" type="text"/>		
DATES OF TRAVEL	DATE LEAVING <input style="width: 20%;" type="text"/>	DATE RETURNING <input style="width: 20%;" type="text"/>	
DESTINATION	CITY <input style="width: 20%;" type="text"/>	STATE <input style="width: 20%;" type="text"/>	
NAME AND TYPE OF VENUE: (CONFERENCE/ WORKSHOP/ETC (PLEASE BE SPECIFIC).	<input style="width: 90%;" type="text"/>		

3) FUNDING DETAILS

PLEASE DESCRIBE THE REASON FOR THE REQUEST	<input style="width: 75%;" type="text"/>
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IS THIS BUDGETED IN THE ORIGINAL GRANT PROPOSAL?

☐

YES

☐

NO

IF YES, WHAT IS THE INITIAL AMOUNT OF FUND DOLLARS IN THE 5030 LINE

IF NO, HOW WILL IT BE COVERED

4.) ESTIMATED COST

PLEASE USE THE AREA BELOW TO PROVIDE AN ESTIMATED COST FOR YOUR GRANT FUNDED TRAVEL ACTIVITY		
WORKSHOPS, CONFERENCES, COURSES, ETC.:		
REGISTRATION FEES:	\$	<input style="width: 95%;" type="text"/>
HOTEL CHARGES:	\$	<input style="width: 95%;" type="text"/>
TRANSPORTATION: AIRFARE/RAIL:	\$	<input style="width: 95%;" type="text"/>
TRANSPORTATION: GROUND:	\$	<input style="width: 95%;" type="text"/>
MEALS:	\$	<input style="width: 95%;" type="text"/>
TUITION:	\$	<input style="width: 95%;" type="text"/>
MATERIALS AND SUPPLIES:	\$	<input style="width: 95%;" type="text"/>
EQUIPMENT:	\$	<input style="width: 95%;" type="text"/>
OTHER:	\$	<input style="width: 95%;" type="text"/>
	PLEASE EXPLAIN	<div style="border: 1px solid black; height: 40px;"></div>
TOTAL:		\$ <input style="width: 95%;" type="text"/>

The information I have provided above is accurate to the best of my knowledge.

Signature of Person Traveling

Date

Signature of Other Persons Traveling

Date

Signature of Other Persons Traveling

Date

Signature of Other Persons Traveling

Date

Signature of Other Persons Traveling

Date

5.) ENDORSEMENTS

Signature of Project Director

Date

Signature of Vice President of Administration and Finance

Date

ORSP NOTES AND ENDORSEMENTS

AUTHORIZATION #

AMOUNT APPROVED