

Department Resources – Department Policies & Procedures – Purchasing & Accounting:  
Procedure - Staff Travel/Training Request

Policy Statement

Staff travel/training awards are available for conferences and/or other professional meetings for training purposes or to present a paper. Funds may be used for registration, airfare, lodging, and meals. Individual awards are granted based on the availability of funds. Priority will be given to staff who have not attended conferences/meetings within the previous 2 years.

APPLICATION

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Date of Request \_\_\_\_\_ Supervisor \_\_\_\_\_

Name of Conference/Professional Meeting: \_\_\_\_\_

Dates of Conference: From \_\_\_\_\_ To \_\_\_\_\_

Location: City \_\_\_\_\_ Country \_\_\_\_\_

Purpose of attendance: Training \_\_\_\_\_ Present paper \_\_\_\_\_  
Other: \_\_\_\_\_

**Attach to this application: (1) Description of Conference/Professional Meeting; (2) estimated costs.**

FUNDS REQUESTED

I am requesting \$\_\_\_\_\_ to travel from \_\_\_\_\_ (city of departure) to \_\_\_\_\_ (city and country of destination) and return, and to attend the above named conference/meeting per the attached itinerary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED  DENIED

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor

APPROVED  DENIED

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Department Administrator