

REQUEST FOR CONFERENCE/TRAVEL FUNDS
 Return to 140 Thackeray Hall or fax to 412-624-8265
Please submit your request at least four weeks prior to event.

Conference/Travel Dates	Faculty Requesting
Contact Person	Department/Campus Address
E-mail Address	Campus Phone
Conference/Travel description and your role - attendee, presenter, session organizer, other (please explain): 	
Faculty Designation [] NTS [] T/TS	
Other funding sources	
Source: _____	Amount: _____
Source: _____	Amount: _____
Source: _____	Amount: _____
Budget Breakdown	
Lodging	_____
Registration fee	_____
Transportation	_____
Other (please explain)	_____
Total requested from this office	_____
Transfer funds to departmental account: _____	
<i>All funds are subject to associate dean's approval. Submitting a request does not guarantee funding for an event.</i>	
Faculty signature: _____	Dept. Chair/Prog. Dir. approval: _____
Date: _____	Date: _____

 Associate Dean's Approval

 Amount Approved

 Date