2016–17 FACULTY RESEARCH RESOURCES REQUEST FORM

Please complete and submit a form for each trip you plan to take in 2016–17.

• PERSONAL & TRIP INFORMATION •

NAME: _____ DATE: _____

TRAVEL DESTINATION:_____ (city & state or country)

TRAVEL DATES: _____ (departing) _____ (returning)

• BUDGET •

TRANSPORTATION				
AIRFARE (if flying)				_____
MILEAGE (if driving)	_____ miles @	_____ rate* =		_____
LODGING	_____ nights @	_____ rate* =		_____
PER DIEM	_____ days @	_____ rate* =		_____
OTHER				
_____				_____
_____				_____
TOTAL				_____

CONFERENCE REGISTRATION: _____

(Because registration is paid out of a separate fund, it should not be included in your total.)

*Mileage and per diem rates are available at the following URLs:

- mileage rates: http://accountspayable.unlv.edu/Trvlman/Mileage.html
- per diems (U.S. destinations): http://www.gsa.gov/portal/category/21287
- per diems (overseas): http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

• CONFERENCE & OTHER PRESENTATIONS •

Please complete this section if you are applying for funds to attend a conference, to give an invited talk or reading, etc. Otherwise, please use the next section ("Other Research-Related Travel").

CONFERENCE TITLE or OTHER PRESENTATION VENUE:

_____

*PRESENTATION or PAPER TITLE:

_____

PRESENTATION STATUS: ☐ invited ☐ proposed ☐ accepted

**If you are attending a conference but not giving a presentation, please briefly describe your role or activities:*

• OTHER RESEARCH-RELATED TRAVEL •

If you are applying for funds to travel to archives or for any other research-related purpose, please briefly describe that purpose: