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: