|  |  |
| --- | --- |
|  | Personal Data Form for Trip  Proposal and worksheet |

**Application Information**

|  |  |
| --- | --- |
| Name |  |
| Department |  |
| Email |  |
| Phone |  |
| Travel Period | **Application Due Dates** |
| Fall 2023 (Sept. 16-Dec. 31) | September 7, 2023 |
| Spring 2024 (Jan. 1-May 31) | November 10, 2023 |
| Summer 2024 (June 1-Sept. 15) *June 1-10 current budget year funds June 11-Sept. 15 next budget year funds* | March 28, 2024 |

**Conference Attendance Information**

|  |  |
| --- | --- |
| Conference Title: |  |
| Conference Organization: |  |
| Attendance Dates: |  |
| Location: |  |
| Participation Role: |  |
| Conference attendance |  |
| Brief statement | Explain importance of conference attendance |
|  | Statement of purpose of conference |

**Budget for Conference Attendance**

|  | Amount | # Days | Total |
| --- | --- | --- | --- |
| Conference Fees |  |  |  |
| Airfare/Train |  |  |  |
| Hotel (per day) |  |  |  |
| Per Diem (per day) |  |  |  |
| Mileage |  |  |  |
| Parking |  |  |  |
| Shuttle/Taxi |  |  |  |
| Misc. Expenses |  |  |  |
|  |  |  |  |
| Total Request Amount: |  |  |  |

**Supplies Only Request**

| Item | # of item | Cost per item | Total |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Request for Supplies: |  |  |  |

**Research Travel Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Location: |  | | |
| Dates: |  | | |
|  |  |  |  |
| Budget | **Amount** | **# of Days** | **Total** |
| Airfare/Train |  |  |  |
| Hotel (per day) |  |  |  |
| Per Diem (per day) |  |  |  |
| Mileage |  |  |  |
| Parking |  |  |  |
| Shuttle/Taxi |  |  |  |
| Misc. Expenses |  |  |  |
|  |  |  |  |
| Total Request Amount |  |  |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_