

College of Education

TRAVEL FUNDING REQUEST FORM

This form **MUST** be submitted to your Department for funding verification, and approval by the Department Chair before an Employee Service Center Travel Request can be submitted by the traveler. No university funds can be utilized towards travel expenses prior to approval.

Employee Service Team Center Webpage: <https://in.nau.edu/finance-service-teams/>

Name: _____ EMPLID/Student ID #: _____ Date: _____

Please check only one box: ☐ Faculty/Staff ☐ Graduate Assistant ☐ Student/Non-NAU Employee

NATURE OF ACTIVITY AT TRAVEL DESTINATION (check all that apply):

- ☐ Conference
☐ In-person ☐ Virtual
 ☐ Meeting
☐ In-person ☐ Virtual
 ☐ Training/Workshop
☐ In-person ☐ Virtual
- ☐ Event
☐ In-person ☐ Virtual
 ☐ Course Related Travel: _____ (e.g., EPS 123)
- ☐ Student Group Travel (indicate number of students): _____

FUNDS WILL BE USED TOWARDS THE FOLLOWING:

FULL Title of event: _____ (e.g., American Educational Research Association; EPS 694-Internship Meeting)

Date(s) of Travel (approximate multiple dates may be included for recurring trips to the same location such as practicum site visits): _____

Location(s): _____

AVAILABLE FUNDS (to be completed for travel using allocated funds for professional development):

Professional Development Account Balance: \$ _____

Additional Source(s) of Funding (please specify source and amount): _____

NOTE: If you have secured funds from additional sources, please specify. (e.g., COE Dean's Travel Award, GSG, etc., attach the travel fund award letter or notification to this form)

TRAVEL REQUEST WILL ENCOMPASS THE FOLLOWING:

- ☐ Airfare ☐ Conference Registration ☐ Lodging ☐ Meals
☐ Mileage ☐ Shuttle/Parking ☐ Other _____

NOTE: Traveler must be a university authorized driver to be reimbursed for vehicle related expense; e.g., mileage, parking, etc. Detailed information will need to be included in the service ticket.

TOTAL REQUESTED FUNDING AMOUNT: \$ _____

NOTE: The following support documentation should be uploaded with [the Employee Service Travel Request](#) if applicable (pdf format):

- This Travel Funding Request Approved by Department Chair
- Copy of Agenda/Schedule for this Travel
- Documentation of Conference Lodging and Rate (if requesting lodging)
- Copy of Conference Presentation/Poster Acceptance Letter or Email
- Conference website address to assist with registration
- Public purpose statement

FOR OFFICE USE ONLY:

- ☐ Travel Certification Form Approved for Current AY
- ☐ Driver
☐ Non-Driver

Speedchart to be used for expenses: _____

Funding Verified by: _____ *

Supervisor Approval: _____ *

* Electronic signature acceptable