

College of Social & Behavioral Sciences Application for Travel Funding

This form is to be used by **SBS Students** for all travel support funding requests from the Dean's office. Individuals are only eligible for funding from the Dean's office once per fiscal year (i.e. July 1st – June 30th). Applicants must sign and date application. Only completed applications will be reviewed. Applications for AY 2018 funding are due to the CHAIR OR DIRECTOR by November 1, 2017 and February 2, 2018.

Applications must be reviewed, prioritized and signed by the dept. chair/director and submitted within 1 week for the Dean's decision. Please complete the following fillable form: **(type or print legibly)**

Graduate Student Undergraduate Student Domestic Travel International Travel

Department: _____
 Name of Traveler: _____ Empl ID/LouieID: _____
 Phone: _____ E-mail address: _____
 Departure Date/Time: _____ Return Date/Time: _____
 Purpose: i.e. to present at **[list specific conference]**: _____

Destination/Location (City & State or Country) of Travel: _____
 Driving University Vehicle? _____ Personal Vehicle? _____

Attach a memo/narrative to the Dean how the application fits the criteria for travel funding requested; provide documentation of acceptance of the paper/abstract or submission and/or registration if acceptance decision has not been received by deadline.

PLEASE WORK WITH RESPECTIVE DEPT. TRAVEL SPECIALIST FOR BUDGET INFORMATION

Criteria for Student funding & travel guidelines on the SBS website at <https://nau.edu/SBS/Student-Resources/>

Estimated Budget -- enter all anticipated expenses:

Conference Registration - _____
 University Vehicle – Rate \$30 x _____ (#) of days = _____
 Mileage-personal vehicle use only and **only with prior approval**: _____ 0.00 miles x .45/mile = _____
 Public Transportation: Air: _____ Shuttle: _____ Taxi/Bus: _____
 Lodging—include estimated taxes: _____ Night(s)@ _____ per night = _____

TOTAL ESTIMATED EXPENSES: _____

Applicant's Signature: _____ Date: _____
 FACULTY Major Advisor Signature: _____ Date: _____
 Dept. Chair/ Director's Signature: _____ Date: _____

List **ALL** other funding sources:
 Amount Requested from Home Dept.: _____ Amount Allotted: _____
 Amount _____ Requested from: _____ Amount Awarded: _____
 If amount awarded unknown, anticipated date of determination: _____
 Amount _____ Requested from: _____ Amount Awarded: _____
 If amount awarded unknown, anticipated date of determination: _____
 Balance unfunded: _____

Amount requested as travel award from SBS Dean: (students--up to \$250 max) _____

FOR CHAIR/DIRECTOR ONLY-- PRIORITIZATION: _____

Ch/Dir Initials: _____

Travel Specialist Checklist		
<input type="checkbox"/> memo/narrative to Dean attached	<input type="checkbox"/> documentation of submission/acceptance to present attached	<input type="checkbox"/> N/A
Dean's Office Use Only		
Date Received in Dean's office: _____	<input type="checkbox"/> application incomplete -- sent back	

