

FACULTY REQUEST FOR RAC TRAVEL FUNDS

Attach Additional Pages as Needed

NAME: _____

Meeting Name: _____

Dates of Meeting: _____

Meeting Website: _____

Significance of Travel:

BUDGET :	
AIRFARE	
MILEAGE	
TAXI/SHUTTLE	
LODGING	
MEALS	
REGISTRATION	
ABSTRACT FEE	
OTHER	
TOTAL	\$ -

FUNDING SOURCES: TYPICALLY RAC DOES NOT PROVIDE MORE THAN ONE-THIRD OR to \$1000 for domestic travel and up to \$1250 for travel to Alaska, Hawaii and international

RAC	(requested amount)
DEPARTMENT	(approved or requested?)
OTHER	(identify)
TOTAL	\$ -

COMMENTS/ADDITIONAL INFORMATION:

DEPARTMENT HEAD APPROVAL: _____ **DATE:** _____