

Title III Pre-Travel Request Form

Name of Title III Activity: _____

Grant Period: _____

Name of Staff/Faculty Traveling: _____

Name of Conference/Seminar: _____

Purpose: _____

Location: _____

Date(s) of Conference: _____

If this workshop or conference was not included in the approved Title III Budget for your activity, please provide the justification for change in Workshop/Conference:

All expense reports for travel to workshops, seminars, and conferences must be accompanied with a brief (at least 1,000 words) summary of the impact the travel has on meeting the objectives and outcomes of the activity and its relationship to one or more of the four focus areas (academic quality, student services outcomes, institutional management and/or fiscal stability) of the grant.

Travel Expenses: Please Answer as Appropriate:

Indicate the total amount per item in whole numbers. Dollar amounts and the total for all expenses will automatically calculate.

Registration Fee	
Projected Airfare	
Personal Vehicle Mileage (car/van)	
Taxi/Shuttle/Parking/Tolls, etc.	
Lodging: #of days x amount	\$0.00
*Food (Per Diem): #of days x amount	\$0.00
Total Projected Expenses	\$0.00

Is this trip supported by other grant(s) or institutional funds? Yes _____ No _____

Specify additional funding source(s) and purpose of supplemental funds:

Requestor
Print Name/Signature Date

** Activity Director's Supervisor
Signature Date

***Requestor's Supervisor Date
Signature

Activity Director
Signature Date

Title III Director
Signature Date

Please attach the conference/workshop Agenda that corresponds to this pre-travel request.

*\$65.00 for California, Connecticut, Delaware, Florida, Illinois, Maryland, Massachusetts, New Jersey, New York, Pennsylvania, Texas, Utah, Virginia, Vermont and Washington, DC. Please deduct meals provided by the conference/workshop.

** Only required if the Activity Director is the requestor

*** Required if the request is for faculty or staff development travel