



\*Refereed publications and juried exhibitions/performances are those that are peer reviewed, i.e. competitively judged and selected by your peers.

**Documentation Required:**

1. A copy of the acceptance notification or event program.
2. An abstract of the presentation.

**Estimated Expenses**

Registration: \_\_\_\_\_ Transportation: \_\_\_\_\_

Meals: \_\_\_\_\_ Lodging: \_\_\_\_\_

Other: \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

**Sources of Funding**

	<b>Amount Requested</b>	<b>Amount Approved</b>	<b>Date</b>
Department/ School	_____	_____	_____
College	_____	_____	_____
Provost	_____	_____	_____
Other	_____	_____	_____

**Required Signatures:**

The information above is complete and accurate and the required documentation is attached.

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_

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

Provost: \_\_\_\_\_

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

The form must be complete, include all required signatures, and be submitted either in hard copy or electronically with the specified supporting documentation. Submissions are to be routed from the faculty member to the Department Chair/School Director, Dean, and Provost.

Original receipts are required for reimbursement of expenses. All receipts and travel expense forms must be submitted within ten days of the completion of travel.