

## LAS FACULTY FOREIGN TRAVEL FUND REQUEST

Date:

Name:

Dept:

Email:

M/C:

Dates of Event/Travel:                      to

Location (City, Country):

Name of Event / Sponsoring Organization / Research Site:

Nature of Participation:

### Estimated Expenses

Airfare:    + Other Transport:    = Total Transport:

Registration:

Benefits of Registration (no. of meals, no. of days lodging):

Per Diem (number of day x \$32):

Lodging (number of days x rate):

Other Description (attach additional pages if needed):

Other Total:

**Total Estimated Expenses =**

Departmental Contribution: \$

Grant or Contract: \$

External Award(s): \$

\$

Other: \$

Total Funding Support:

Department (Authorized Signature):

Date

**Next steps:**

**Generate an email**

**or Save this file**

1) Send the filled-out form. Use the "Submit to Executive Office" button to generate an email or to save this file and manually email it as an attachment.  
E.O. Email

2) The Executive Office needs to add a signature, date and send the completed form. Use the "Submit to LAS" button to generate an email or to save this file and manually email it to Montanee Wongchinsri at (montanee@uic.edu).

(For LAS office use. Please do not complete this item.)