

## 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 Jacqueline Sifuentes at (jsifz@uic.edu).

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