

## JOURNALISM TRAVEL REQUEST – PLEASE COMPLETE THIS FORM ONLINE

**PLEASE NOTE:** Because travel funds from the Department of Journalism are only for reimbursement after the travel is completed, the department strongly suggest their students request the funds far enough in advance so that they can plan to access other financial resources, like the SGA.

Student's name: \_\_\_\_\_

Student "U" Number: \_\_\_\_\_

U of M email address: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Reason for travel: For example, attending a professional /student conference, presenting a research paper, etc.

\_\_\_\_\_

Location of meeting: \_\_\_\_\_

Dates of travel: \_\_\_\_\_

Mode of travel: \_\_\_\_\_

Total amount requested: \_\_\_\_\_

***(See worksheet page.)***

**If more than one student is traveling, please complete the following:**

Number of students traveling (including requester): \_\_\_\_\_

Student's name: \_\_\_\_\_

Student "U" number: \_\_\_\_\_

U of M email address: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Student's name: \_\_\_\_\_

Student "U" number: \_\_\_\_\_

U of M email address: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Student's name: \_\_\_\_\_

Student "U" number: \_\_\_\_\_

U of M email address: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

***(Please copy this sheet for more students' names.)***

**Worksheet:**

Attach an itemized budget and include any supporting documentation available.

**Lodging cost:**

Host cost per night \_\_\_\_\_ + \_\_\_\_\_ tax= \_\_\_\_\_ room rate

Room rate \_\_\_\_\_ x \_\_\_\_\_ number of nights \_\_\_\_\_ x \_\_\_\_\_ number of rooms

= total lodging cost

**Transportation cost:**

Airline, train or bus ticket cost \_\_\_\_\_ x \_\_\_\_\_ number of tickets = total transportation  
cost \_\_\_\_\_

OR

Mileage: miles one way \_\_\_\_\_ x 2 = \_\_\_\_\_ round trip mileage

\_\_\_\_\_ round trip mileage x \$0.51 = \_\_\_\_\_ mileage cost x \_\_\_\_\_ number of vehicles

= total mileage \_\_\_\_\_

**Registration cost:**

Registration \_\_\_\_\_ x \_\_\_\_\_ number of students = total registration \_\_\_\_\_

Lodging \_\_\_\_\_

Transportation \_\_\_\_\_

Registration \_\_\_\_\_

Total cost of trip \_\_\_\_\_

The committee will contact students about the amount of funding awarded. If more than one student is traveling to the same conference, the requesting student will be contacted.

I have read and fully understand the application process for obtaining travel funds. The above information is correct to the best of my knowledge.

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

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

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

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

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

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

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

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

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

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

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

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

**NOTE:** All individuals applying for travel funds on this application must sign this form.

This application for funding should be put in Dr. Sandra Utt's mailbox in 300 Meeman Journalism Building.

In-Office Use:

Amount awarded: \_\_\_\_\_

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

Committee Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_