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**ACADEMIC AFFAIRS TRAVEL REQUEST FORM**

**Due Monday, September 12, 2016– 8:00 a.m.**

**ALL SUBMISSIONS MUST BE SUBMITTED AS ELECTRONIC WORD DOCUMENTS**

by email to [djm5@psu.edu](mailto:djm5@psu.edu)

NOTE: One Request Per Form

**Date submitted**:

**Name**:

**Event** (i.e. *Departmental Meeting, Conference, Professional Workshop*):

**Dates of event**: /

**Location of event**:

*If the event requires international travel you will need to go to* [*https://tsn.psu.edu/*](https://tsn.psu.edu/) *and get approval in order to travel.*

**Mode of transportation**\* (circle one): Air / Rental Car / Personal Car\*\*

*\*Please share transportation when other faculty are also attending the same event and sharing doesn’t cause substantial additional travel time.*

*\*\*It is strongly suggested to use a rental car if the trip is more than 2 hours one way.*

**Purpose** (i.e. *Presenting, Chairing, Attending*):

*(If presenting or chairing, funding will be pending receipt of documentation of acceptance/request of presenting/chairing.)*

**Please explain how you will accommodate any classes that will be missed**:

|  |  |
| --- | --- |
| **Estimated Expenditures Requested** | |
| Transportation |  |
| Lodging |  |
| Meals Per Diem (see <http://www.gsa.gov/portal/content/104877>) Note that for the 1st & last day of travel, meals are reimbursed at 75%. |  |
| Registration |  |
| Other |  |
| **TOTAL** | $ |