REQUEST FOR FACULTY TRAVEL SUPPORT

This form may be submitted at any time, but must be received at least 14 days in advance of any travel. Hand-written completion is acceptable.

Attach a UNR Travel Request form:
http://www.cis.unr.edu/WebFormsPDF/forms/Travel_Request_3.pdf?651670
The request form requires information about the approved GSA per diem rate, a conference agenda and other necessary documentation.

Name:_________________________________________ Date____________________
Title of Conference:_________________________________________________________
Location of Conference:_______________________________________________________
Dates of Conference:________________________________________________________
Date of Departure:_______________________________ Return:___________________
Describe your role in the conference:

Funds Requested:

__________________________________________
Signature

Amount Approved __________________________

Account number ____________________________

Dean ________________________________ Date:____________________
Signature