CREEES FACULTY TRAVEL REQUEST FORM

Name: ___________________________ EID: __________________________
Email: __________________________
Home department: __________________________
Home departmental admin contact: __________________________

Purpose of travel (and how it relates to our region):

______________________________________________________________________________

Destination(s): __________________________
Dates of travel: __________________________

Benefit to UT: __________________________

If you are presenting a paper at a conference, have you applied for a Faculty Travel Grant? □ Yes □ No □ N/A

Other anticipated funding sources and amounts:

______________________________________________________________________________

Please provide the title of your project or paper:

______________________________________________________________________________

Proposed Budget
Airfare: $________
Ground transportation: $________
Lodging: $________
Meals: $________
Research expenses: $________
Other: __________________________ $________

TOTAL AMOUNT REQUESTED FROM CREEES: $________

Staff use only: □ APPROVED □ DENIED Amount: $________
Mary Neuburger, Director________________________ Account: __________________________