

## Request for Travel Funds – FY 2026

Submit completed form to Administrative Coordinator for processing. Department may be able to fund only a portion of total requested. **Reminder that faculty must also complete and submit the VPAA-150.**

Name: \_\_\_\_\_ Student/Employee ID: \_\_\_\_\_

Title:            Student            Faculty            Staff            Cell:

Purpose:

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*Include full name of conference (not just acronym). If you are a presenter, provide a copy of the paper you will be presenting to your department chair. Include any other information to complete your request.*

Destination: \_\_\_\_\_ Trip Dates: To: \_\_\_\_\_ From: \_\_\_\_\_

### ***Estimated Expenses:***

Airfare:

Rental Car:

Lodging:

Personal Car Mileage:

Miles x 0.7 =

Meals:

Per Diem?

Parking:

Registration:

Uber/Lyft/Taxi/Shuttle:

Other miscellaneous expenses:

Description:

Estimated Cost:

Description:

Estimated Cost:

Do you want UNT to book airfare on your behalf?            Yes            No

**Total Requested:**

*\*FOR DEPARTMENT ADMIN USE\**

**Department Approved Total:**

**Department Approval Signature:**

Chartstring 1: \_\_\_\_\_ Amount: \_\_\_\_\_

Chartstring 2: \_\_\_\_\_ Amount: \_\_\_\_\_

Chartstring 3: \_\_\_\_\_ Amount: \_\_\_\_\_

*If approved, Administrative Coordinator will forward to the Travel Assistant in the CLASS Dean's Office for preparation of the system travel request.*