Ellis College of Arts and Sciences
Request for Travel Funding

Please provide one (1) hard copy and one (1) electronic copy. All travel reimbursement requests must be submitted within fourteen (14) working days before your travel each semester including summer travel. Any pre-approved funds not requested during this time will be re-allocated.

Name: ____________________________________________________________

Department: _______________________________________________________

Contact Information: ________________________________________________
(Telephone Extension) (HSU Box Number)

Conference/Workshop Title: __________________________________________

Conference/Workshop Information: ______________________________
(Location)

Will you be presenting at the conference? Yes _____ No _____ Maybe _____

YOU MAY BE ASKED TO PROVIDE A COPY OF THE PROGRAM FROM YOUR CONFERENCE/WORKSHOP AS PROOF THAT YOU ARE PRESENTING.

Amount of Request: _________________________________________________
(PLEASE ROUND TO THE NEAREST DOLLAR)

Matching Funds: ___________________________________________________
(If Any)

Source of Match: ___________________________________________________

Chair/Associate Dean Approval: (Faculty must have chair approval; Chairs must have Associate Dean Approval)
OBJECTIVE: Include a brief statement below as to how this travel directly relates to current research and/or teaching assignments AND what activity you expect to perform (i.e. presenting paper, serving as officer, attending sessions, accompanying students, etc.) The committee may give funding preference to travelers who are presenting or performing other functions. (You may attach additional sheets if more room or documentation is necessary).

BUDGET INFORMATION:
Lodging and mileage must conform to Arkansas state guidelines for reimbursement (this information can be found on MyHenderson). If conference hotel rates are higher than the Arkansas state guidelines, you will be asked to submit a copy of the conference announcement showing hotel rates, along with a request for a full reimbursement.

Airfare $______________
or
Auto _______ miles @ _____ per mile $______________ $______________*

Taxi, Airport Shuttle, Train or Bus $______________

Lodging _________ per night x _________ nights $______________**

Registration Fees $______________

Total anticipated reimbursable expenses: $______________

(PLEASE ROUND TO THE NEAREST DOLLAR)

*The University will reimburse the lesser amount of either airfare or automobile. If it is cheaper to fly than to drive, that is the amount that will be reimbursed (or vice-versa).
**Hotels may give discounts for employees of state agencies. Be sure to ask if there is a discount and whether it is less expensive than the conference rate (if any).

Ellis College funds may not be used to pay for Memberships, Dues or Meals.

POSSIBLE ADDITIONAL INFORMATION REQUIRED:
If several persons are attending the same conference/workshop) each individual must complete the above form and include a statement below about plans for sharing room and auto expenses if applicable and/or appropriate. Faculty sharing room and auto expenses may be reimbursed at a HIGHER rate than those who choose to drive and/or room alone.

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