Ellis College of Arts and Sciences
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Arkadelphia, AR 71999-0001
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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 thirty (30) working days following your return 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: _____
(Date)
_____
(Location)

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: You must attach a statement as to how this travel directly relates to current research and/or teaching assignments. Please limit supporting documentation to one typed page, but within this space describe some of the sessions or experiences that you hope will enhance your research and/or classroom goals.

BUDGET INFORMATION:

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

Individual Transportation

Airfare $_____

and/or

Automobile _____ 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).**

For GROUP TRAVEL (several attending the same conference/workshop) each Individual must complete the above form and include a statement below about plans for sharing your room and auto expenses if applicable and/or appropriate. Faculty sharing room and auto expenses will be reimbursed at a HIGHER rate than those who choose to drive and/or room alone.

Memberships, Dues, and Meals are no longer an allowable expense and are not funded.

Revised, 2013