

School of Art

Request for Travel Funds

Name: _____

Destination: _____

Date(s) of Travel: _____

TRAVEL BUDGET:

Transportation: \$ _____

Lodging: \$ _____

Meals (per diem): \$ _____

Registration: \$ _____

Other (specify): \$ _____

TOTAL ESTIMATE FOR TRIP: \$ _____

Are you receiving or applying for other funds? YES / NO

If so, from whom and how much:

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL AMOUNT REQUESTED FROM SCHOOL OF ART: \$ _____

PURPOSE OF TRAVEL (please explain in detail – use separate sheet if needed):

If your travel request is approved, you will also need to complete *the top section of the TRV-1 travel form **two weeks before the trip***. You can get a copy of the updated TRV-1 travel form from the Art Office or find the most recently updated TRV-1 form here: <https://acb.uncg.edu/forms/>



Office Use Only

Date Received: _____ Amount Approved: _____

Director's Signature: _____ Date: _____