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: ______________