



Application For Travel Funds

TO BE COMPLETED BY APPLICANT:Applicant's Name: Jane Doe Date: 02/12/08Position: Librarian Library: AlexDates of Travel: 04/05 - 04/08/08 Destination: Detroit, MI
(inclusive dates)Purpose (attach documentation i.e. program, fee schedule): informational sessions on Unicorn and upgrades for our integrated library systemRole: Presenter Invited Speaker Board Member Committee Chair Committee Member Attendee

Other (Please Specify) _____

Estimated Expenses:

Registration: \$ 400 Hotel: \$ 500 Meals: \$ 174.80Transportation: Air: \$ 300 Rail: \$ _____ Car: \$ _____ Parking: \$ 50 Taxi/bus/Limo: \$ 75

Other (Please Specify): \$ _____

Total: \$ 1499.80**TO BE COMPLETED BY APPROVER FOR UNIT/LIBRARY ALLOCATION:**

Types of travel and amount approved (please check appropriate box and enter dollar amount or % for each box checked):

 Tenured Faculty Allowance (\$300) \$ _____ or _____ % Staff \$ _____ or _____ % Non-tenured Faculty Allowance(\$600)\$ _____ or _____ % Other \$ _____ or _____ %

Total Amount Approved \$ _____ or _____ %

Signature of Library Director, Associate University Librarian, or Designee Date**TO BE COMPLETED BY APPROVERS FOR SYSTEM-WIDE ALLOCATION:**

Types of travel and amount approved (please check appropriate box and enter dollar amount or % for each box checked):

 Cabinet/Administration \$ _____ or _____ % Public Services \$ _____ or _____ % Collection Development \$ _____ or _____ % Development \$ _____ or _____ % Technical and Automated Services \$ _____ or _____ %

Total Amount Approved \$ _____ or _____ %

Signature of Associate University Librarian Date_____
Signature of University Librarian (Required for requests exceeding \$1,000) Date

Mail to: Libraries Budget Office, Alexander Library, CAC

RUL Travel Application 010208