

UAB Department of Theatre

Circle one: Enrichment
Recruitment

Travel Request Form

The Department of Theatre has a limited amount of funding to support professional travel. Priority is given for student recruitment, professional events at which the Department of Theatre presents a performance, student participation in competitions, faculty chaperones for students who attend professional events, and scholarly activities conducted by faculty (especially tenure-seeking). Please note: full funding is rarely provided for scholarly activities. To apply for travel funding, please provide the following information:

Name	Date of Request

Name and Nature of Event (limit 5 lines)

Location	Dates of Travel
Nature of your participation (attending, presenting paper or performance, officer, other?)	

Estimate of expense to be prepaid or reimbursed

In-state travel:	_____ days per Diem at \$75	\$ _____
	_____ miles @ \$.54	\$ _____
	Misc. expenses (attach explanation)	\$ _____
Out-of-state travel:	Air fare or _____ miles at 54/mi	\$ _____
	Ground transportation and parking	\$ _____
	Lodging: _____ nights @ \$ _____	\$ _____
	_____ Meals at a total estimated cost of	\$ _____
	Misc. expenses (attach explanation)	\$ _____
Total of this request:		\$ _____

If you have received partial funding for this travel from other sources please explain how costs will be divided between The Department of Theatre and the other sources (limit 5 lines):

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_____ Faculty Signature	_____ Date	
_____ Department Approval	_____ Date	_____ Amount Approved

No expenses for alcohol will be reimbursed. Please give receipts to Nora. More information on UAB Travel may be found at: <http://uabfinancial.infomedia.com/content.asp?id=208886>