

# COLLEGE OF MEDIA

## REQUEST FOR TRAVEL FUNDING

**ADVANCED APPROVAL IS REQUIRED PRIOR TO COMMITTING TO OR COMPLETING ANY TRAVEL TO BE PAID WITH UNIVERSITY FUNDING. NO REIMBURSEMENTS OR PAYMENTS WILL BE MADE WITHOUT A COMPLETED REQUEST ON FILE.**

**\* Please attach additional information as needed. \***

(Ver. 12 - 3/27/24)

REQUESTER: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NAME (source of funds): \_\_\_\_\_

ACCOUNT # (C-FOP): \_\_\_\_\_

REASON FOR TRAVEL:                      University Business                      Conference                      Presenter

PURPOSE (Event name, research, role, etc.): \_\_\_\_\_

DESTINATION(S): \_\_\_\_\_ DEPART (Date): \_\_\_\_\_ RETURN (Date): \_\_\_\_\_

### ASSOCIATED COSTS:

Transportation to above: \$ \_\_\_\_\_ (Personal vehicle: [\\$0.67 per mile for mileage](#) )

Check mode(s):    Flight    Train    Bus    UIUC Carpool    Rental Car    Personal Vehicle

Check Payment Method:            Personally (Chrome River)    or            T-Card

STF:            Awarded (\$ \_\_\_\_\_)            Applied for (\$ \_\_\_\_\_)            Not Eligible            Exhausted

Lodging:            \$ \_\_\_\_\_ (check one:    Chrome River reimbursement or    T-Card )

Per Diem            \$ \_\_\_\_\_ (Chrome River reimbursement - [see GSA per diem rates](#))

(Per diem only available if travel involves an overnight stay. [Foreign per diem rates](#) vary dramatically, based on destination.)

Event Registration:    \$ \_\_\_\_\_ (check one:    Chrome River reimbursement or    P-Card

Other / Misc while there: \$ \_\_\_\_\_ (Chrome River reimbursement - cab fares, shuttles, etc.)

**TOTAL REQUESTED:** \$ \_\_\_\_\_ (Excluding STF \$)

REQUESTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### FUNDING / REIMBURSEMENT AUTHORIZATION

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Department / Unit Head

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Dean of College / Dean's Designee