

# 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. \***

(Rev. 1/6/21)

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: [\\$0.56 per mile for mileage](#) )

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

Check payment method:            Personally (TEM reimbursement) or    T-Card

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

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

Per Diem                      \$ \_\_\_\_\_ (TEM reimbursement - [\\$28 per day in-state, \\$32 out-of-state](#))

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

Event Registration:        \$ \_\_\_\_\_ (check one:    TEM reimbursement or    P-Card )

Other / Misc while there: \$ \_\_\_\_\_ (TEM 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