

**ACADEMIC SENATE: SAN DIEGO DIVISION
RESEARCH GRANT COMMITTEE, 0002
REQUEST FOR TRAVEL EXPENSES TO A
SCHOLARLY MEETING**

(Rev. 7/17)

Instructions:

1. Application **must** be completed in full.
2. Department Chair must approve the application.
3. Airfares:
 - a. Domestic Travel: Airfare **MUST BE** a quote from licensed travel agent or airline. (No written quotation needed).
 - b. Foreign Travel: **Written quotation from travel agency, airline, or internet travel site is required.** These funds are not restricted to the use of U.S. carriers.
4. Attach the program listing your name and title of paper, or the organizer's letter accepting your paper on the program.
5. Submit the completed application to mnull@ucsd.edu, including supporting documents as 1 file in PDF format.

Date: _____

Name of Applicant: _____ Title _____

Department _____ Mail Code _____ Ext. _____ E-mail _____

Department contact: _____ Email _____ Mail Code _____ Ext. _____

Airfare \$ _____ Other (if applicable) \$ _____

Destination: from _____ to _____

Fare Quoted by _____ Phone Number _____

1. Name of Professional Society _____

2. Date of Meeting _____ Place of Meeting _____

3. Title of Paper _____

4. Do you have any honoraria, grants, or other sources available to defray travel expenses? If so, please list: _____

5. Date of last meeting for which travel allowance was granted _____

(Signature of Department Chair)

(Signature of Applicant)

(Do not write below this line)

NOTICE OF RESEARCH COMMITTEE AWARD

Actual cost of economy airfare not to exceed:

Amount \$ _____ Grant No. _____ Date _____

Account to be charged: _____

Note: **No payment will be made on first class or business class tickets.** Award is made with the understanding there are limited other sources to defray travel expenses; if other sources become available, please return funds to the committee for redistribution immediately.

MyTravel submissions must be routed to Michelle Null for review before submitting to Travel Office. Receipts required upon request.

Academic Senate Office (as to funds)

Chair, Research Grant Committee

Copy to: