REQUEST FOR RAC FUNDS FOR TRAVEL TO A MEETING

NAME: ___________________________ DEPT: _______________________

MEETING NAME: ___________________________________________
DATES OF MEETING: _______________________________________
MEETING WEBSITE: _______________________________________

SIGNIFICANCE OF TRAVEL:

BUDGET:
- AIRFARE
- MILEAGE
- TAXI/SHUTTLE
- LODGING
- MEALS
- REGISTRATION
- ABSTRACT FEE
- OTHER

TOTAL $ -

FUNDING SOURCES:
- RAC
- DEPARTMENT
- PI ACCOUNTS

TOTAL $ -

COMMENTS/ADDITIONAL INFORMATION:

DEPARTMENT HEAD APPROVAL: _____________________________ DATE: ________

ATTACH ABSTRACT, MEETING ANNOUNCEMENT AND/OR INVITATION LETTER TO REQUEST

TRAVEL SUPPORT IS TYPICALLY LIMITED TO $500 EVERY OTHER FISCAL YEAR.