**PSYCH APPLICATION FOR TRAVEL**

Fill out and return this form to Kay’s mailbox (1 month prior to travel)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Traveling from: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Time Date Time

Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 City State

Justification for Travel:

For conference presentations, provide the name of society (no abbreviations) and title of paper.

If you are not presenting, explain how this benefits the university and/or your research.

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Estimate of expenses:

Air \_\_\_\_\_\_\_\_\_\_\_\_ Rental Car Yes\_\_\_ No\_\_\_ Amt. \_\_\_\_\_\_\_\_\_\_\_

Taxi \_\_\_\_\_\_\_\_\_\_\_ Mileage Yes\_\_\_ No\_\_\_ Total Miles \_\_\_\_\_\_\_\_\_

Registration Fees \_\_\_\_\_\_\_ Motel \_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ Food \_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need an advance? \_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_ No

Account number and amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Account Number Amount

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Account Number Amount

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lee M. Cohen, Chair