

TRAVEL REQUEST FORM- Chemistry Department

-Complete this form for travel \$\$- BEFORE your trip.

-Submit this completed form via email, fax or hard copy to attention of Sandy Fairchild SLF1@buffalo.edu

369 NSC Chemistry Dept.

-The form will be reviewed and you will be emailed with travel forms and instructions.

-It is strongly recommended that you do not make any travel arrangements before notification !!!!!!!

Today's Date _____

Traveler name _____

Are you on NY State payroll? _____ YES _____ NO

email address _____

phone number 645- _____

travel dates _____

destination

city _____

state/province -if applies _____

country _____

Please give the complete name (NO acronymns) of the professional activity, conference, etc:

Please describe the nature of your involvement in the activity:

ESTIMATED travel expenses \$\$ requested from UB sources for this trip:

Airfare _____

Amtrak train _____

Personal auto mileage _____

Hotel/lodging _____

meals _____

registration _____

rental car _____

other _____

total trip estimate \$ _____ *0 to be funded as below:*

UB Funding source if known:

Requested \$ Received \$

Chemistry dept _____

Your account - _____

other _____

other _____

other _____

totals _____ *0* _____ *0*