

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. 4/6/23)

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: [\\$0.625 per mile for mileage](#))

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

Check Payment Method: Personally (Chrome River) or T-Card

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

Lodging: \$ _____ (check one: Chrome River reimbursement or T-Card)

Per Diem \$ _____ (Chrome River reimbursement - [\\$44 per day in-state, \\$48 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: Chrome River reimbursement or P-Card

Other / Misc while there: \$ _____ (Chrome River 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