

Instructions:

- Complete this form to submit a request for travel grant in accordance with the [Ladder Faculty Travel Grant Policy](#).
- Submit completed form, with any necessary backup documentation, to your Department Operations Manager.
- Department Operations Manager, submit completed, approved, and signed form, with any necessary backup documentation, to the FAS Dean's Office: elizdalia.rivera@yale.edu.

| Department Preparer / Travel Grant Contact | | | |
|--|--|-------------|--|
| Last Name: | | First Name: | |
| Department: | | Phone: | |

| Faculty Information | | | |
|--|---|--|---|
| Faculty Name: | | | |
| Academic Rank: | | Tenure: | <input type="checkbox"/> Tenured <input type="checkbox"/> Non-Tenured |
| Department: | | | |
| Meeting Name: | | | |
| Meeting Location: | | | |
| Meeting Dates: | | | |
| Function at the meeting (e.g., read paper): | | | |
| Funding will support active participation (e.g., reading a paper, chairing a panel, serving as a panelist). Please provide documentation regarding the participation (e.g., meeting/conference program, letter of invitation). Please attach backup documentation to the travel grant request in 1 PDF. | | | |
| Is travel supported by another group? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If "Yes," by which other group(s)? | |
| University funds are to be used only when no alternative source can be found. | | | |
| Does this faculty member have a research grant? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Please note that faculty whose research activities are supported by grant or contract funds, or whose salary is paid in significant part from such funds, are expected to support their travel from those funds whenever possible and not request support from limited travel funds available from University sources. If this faculty member has a grant, a separate letter explaining why grant funds cannot be used for travel should be attached. | |
| Already requested a Travel Grant this year (annual funding based on the July-June academic year)? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| On paid leave (faculty on unpaid leave are not eligible)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If on paid leave, where is faculty member residing? | |

| Proposed Travel Grant Expenses | | |
|--------------------------------|----------------|--|
| Expense Item | Estimated Cost | Travel Grant funding will cover a faculty member's expenses for lodging, registration, <i>per diem</i> or individual meals, and transportation for the approved trip. *Airfare should be to and from airports local to the faculty member's home or Yale office. For faculty living away from Yale for an extended period of time while on a paid leave of absence, reimbursement will be based on a round trip to the meeting from that place of residence. Please annotate form if that is the case. Please note: Egencia is Yale's preferred travel supplier. |
| Hotel | \$ | |
| Registration for Conference | \$ | |
| Per Diem or Individual Meals | \$ | |
| Transportation* | \$ | |
| TOTAL | \$ | |

| Departmental Approval | | |
|--|--|-------|
| Approved by (Department Operations Manager, Print Name): | | |
| Signature: | | Date: |

| FAS Dean's Office Approval | | |
|--|--|-------|
| Approved by (print name): | | |
| Signature: | | Date: |
| <input type="checkbox"/> Tenured: Up to \$600 for the Academic/Fiscal Year 20____ - 20____. <input type="checkbox"/> Non-Tenured: Up to \$1,200 for the Academic/Fiscal Year 20____ - 20____. | | |