



To: Elizdalia Rivera
FAS Dean's Office
elizdalia.rivera@yale.edu
1 Hillhouse Ave, 3rd Floor

Date: _____

Fr: Dept. Preparer/Travel Grant Contact: _____

Dept: _____ Ext.: _____

Faculty Name: _____ Rank: _____

Department: _____ Tenured: [] Non-Tenured: []

Meeting: _____ Where: _____

When: _____

Your function at meeting (e.g. read paper): _____

Funding will support active participation, e.g., reading a paper, chairing a panel, or serving as a panelist

Is travel supported by another group? _____

University funds are to be used only when no alternative source can be found.

Do you have a research grant? [] Yes [] 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 you have a grant, a separate letter explaining why grant funds cannot be used for this travel should be attached.

Already requested a Travel Grant this year? [] Yes [] No

Annual funding based on the July-June academic year

On Paid leave? [] Yes [] No If on Paid leave, where are you residing? _____

(Faculty on unpaid leave are not eligible)

Travel grant funding will cover a faculty member's transportation, hotel, registration and per diem or individual meals for the approved trip.

Table with 2 columns: Item, Est. Costs. Rows include Hotel, Registration for Conference, Per Diem or individual meals, Transportation *, and Total.

* Airfare should be to and from airports local to your 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.

Orbitz for Business is Yale's preferred travel supplier.

Approved _____

Dept. Ops Mgr

FAS Dean's Office Approval: _____ Date: _____

[] Tenured: up to \$600 for the Academic/Fiscal Year: 20__ - 20__

[] Non-Tenured: up to \$1,200 per year for the Academic/Fiscal Year: 20__ - 20__