



College of Health and Rehabilitation Sciences
REQUEST FOR ADDITIONAL FUNDS FORM

Teaching faculty planning conference or other work-related travel must complete and submit this form if: a) the trip occurs between the fourth Monday of August and last day of May (Article 10.1), or b) the trip occurs during the summer months when they are teaching or have other assigned duties on campus.

You should complete all applicable portions of this form and submit the completed form to the Dean's Office as soon as you know that you need travel funding. Please remember that your trip has not been approved until after both the Dean's Office and the Travel Office have approved. You should not purchase airfare/train/bus tickets, pay conference registration, book non-refundable lodging, etc., until after the trip is approved. For travel reimbursement purposes, you will need to submit all relevant receipts to the Travel Office via Concur.

Name:		Department:		Date:	
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Using July 1 – June 30 as the accounting period, please indicate whether this is the:

First Trip <input type="checkbox"/>	Second Trip <input type="checkbox"/>	Other (indicate the specific trip number):
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Name of Conference					
Destination		Departure Date		Return Date	

If your departure date is in less than 14 calendar days, you must submit a **Policy Exception Form.*

Purpose (Attach a copy of invitation or confirmation of participation): Check all that apply.	
<input type="checkbox"/>	Paper/poster/round table presenter:
<input type="checkbox"/>	Participant only
<input type="checkbox"/>	Session chair/discussant
<input type="checkbox"/>	Other (please indicate): _____

State the amount requested from the Dean's Office	\$		
Indicate other sources of funding (e.g., Faculty Development Grant, Research Grant)			

Comments:

Signature: _____ Date: _____