

## Request Travel Funds

Name: \*

Street Address: \*

City: \*

State: \*

Zip Code: \*

Phone: \*

Format: (xxx) xxx-xxxx

Email: \*

A number: \*

Major Department: \*

Year: \*

- Freshman
- Sophomore
- Junior
- Senior
- Graduate

Projected Graduation Year: \*

- 2011
- 2012
- 2013
- 2014
- 2015
- Other:

Travel Destination : \*

Please include specific location, such as conference center or hotel, and city and state.

**Description of your involvement: \***

Will you be presenting a paper or other research? Will you be attending a conference? Will you be participating in a competition? This information will be carefully considered when the decision is made to award funds.

**Is this your first request for SA/OUR travel funds?: \***

- Yes  
 No

**Is this your first time attending a scholarly event?: \***

- Yes  
 No

**Other sources of funds?: \***

List the other campus departments, groups or individuals providing funds for your trip. For example, major department, faculty grant, personal resources, etc. Please indicate how much each group is providing.

**How will this travel benefit you?: \***

How will your trip aid your overall scholarly development? One to two sentences will be adequate.

**Upload Authorization to Travel Form: \*** 

All university related travel must be pre-approved by submission of an Authorization of Travel Form. Please complete the form as accurately as possible and scan and upload your form here. (Allowed file types: pdf, jpg, bmp, tif, doc, docx). Click the link for the Form:

<http://www.apsu.edu/files/accounting-services/Authorization-of-Travel-PDF-format.pdf> You must also scan the conference or meeting form depicting the registration information and scan it with the travel authorization form and submit them both. For help, email [mcelroyc@apsu.edu](mailto:mcelroyc@apsu.edu) or call Student Affairs at (931) 221-7341.

**Guidelines Agreement: \***  Yes  No

Please indicate that you have read the Guidelines pertaining to student travel.

Thank you for your application!

Submit

Austin Peay State University | 601 College Street | Clarksville, TN 37044 | 1-877-861-APSU | (931) 221-7011

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