

Request for Travel Funds

Submit completed form to Melissa Tanner (melissa.tanner@unt.edu) for processing.

***For conference travel as a presenter: up to \$400 per academic year for 2023-2024.
Include full name of conference (not just acronym). Provide evidence that you are in the
program. Include any other information to support your request.***

Name:

Student ID:

Title of work:

Cell number:

Destination:

Email:

Purpose:

Trip Dates: From:

To:

Estimated Expenses:

Airfare:

Rent Car:

Registration:

Lodging:

Meals:

Parking:

Taxi/shuttle:

Other misc expenses:

Description:

Estimated Cost:

Description:

Estimated Cost:

Total Requested:

Have you received CLASS travel funding for this trip? If so, how much?

If not, do you intend on applying for CLASS travel funding for this trip?

Have you received Toulouse travel funding for this trip? If so, how much?

If not, do you intend on applying for Toulouse travel funding for this trip?

Department Approved Total:

Department Approval Signature:

If approved, Administrative Coordinator will forward to the Travel Assistant in the CLASS Dean's Office for preparation of the Travel Request in Concur. From that point, you will work directly with Travel Assistant.

Chartstring 1:

Chartstring 2:

Chartstring 3: