

FY 26 ANTHRO Student Request for Travel Funds

Submit completed form to Dr. Maggie Brown (maggie@unt.edu) for processing.

For conference travel as a presenter: up to \$450 per academic year for 2024-2025.

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/Employee ID:

Title:

Student

Faculty

Staff

Cell:

Purpose:

Include full name of conference (not just acronym). If you are a presenter, provide a copy of the paper you will be presenting to your department chair. Include any other information to complete your request.

Destination:

Trip Dates: To:

From:

Estimated Expenses:

Airfare:

Rental Car:

Lodging:

Personal Car Mileage:

Miles x 0.7 =

Meals:

Per Diem?

Parking:

Registration:

Uber/Lyft/Taxi/Shuttle:

Other miscellaneous expenses:

Description:

Estimated Cost:

Description:

Estimated Cost:

Do you want UNT to book airfare on your behalf?

Yes

No

Total Requested:

FOR DEPARTMENT ADMIN USE

Department Approved Total:

Department Approval Signature:

Chartstring 1:

Amount:

Chartstring 2:

Amount:

Chartstring 3:

Amount:

If approved, Administrative Coordinator will forward to the Travel Assistant in the CLASS Dean's Office for preparation of the system travel request.