

College of Education

## TRAVEL FUNDING REQUEST FORM

This form **MUST** be submitted to your Department for funding verification, and approval by the Department Chair before an Employee Service Center Travel Request can be submitted by the traveler. No university funds can be utilized towards travel expenses prior to approval.

Employee Service Team Center Webpage: <https://in.nau.edu/finance-service-teams/>

Name: \_\_\_\_\_ EMPLID/Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Please check only one box:  Faculty/Staff  Graduate Assistant  Student/Non-NAU Employee

**NATURE OF ACTIVITY AT TRAVEL DESTINATION (check all that apply):**

- Conference  Meeting  Training/Workshop  
 In-person  Virtual  In-person  Virtual  In-person  Virtual  
 Event  Course Related Travel: \_\_\_\_\_ (e.g., EPS 123)  
 In-person  Virtual  
 Student Group Travel (indicate number of students): \_\_\_\_\_

**FUNDS WILL BE USED TOWARDS THE FOLLOWING:**

**FULL Title of event:** \_\_\_\_\_ (e.g., American Educational Research Association; EPS 694-Internship Meeting)

**Date(s) of Travel (approximate multiple dates may be included for recurring trips to the same location such as practicum site visits):** \_\_\_\_\_

**Location(s):** \_\_\_\_\_

**AVAILABLE FUNDS (to be completed for travel using allocated funds for professional development):**

**Professional Development Account Balance:** \$ \_\_\_\_\_

**Additional Source(s) of Funding (please specify source and amount):** \_\_\_\_\_

**NOTE:** If you have secured funds from additional sources, please specify. (e.g., COE Dean's Travel Award, GSG, etc., attach the travel fund award letter or notification to this form)

**TRAVEL REQUEST WILL ENCOMPASS THE FOLLOWING:**

- Airfare  Conference Registration  Lodging  Meals  
 Mileage  Shuttle/Parking  Other \_\_\_\_\_

**NOTE:** Traveler must be a university authorized driver to be reimbursed for vehicle related expense; e.g., mileage, parking, etc. Detailed information will need to be included in the service ticket.

**TOTAL REQUESTED FUNDING AMOUNT:** \$ \_\_\_\_\_

**NOTE:** The following support documentation should be uploaded with [the Employee Service Travel Request](#) if applicable (pdf format):

- This Travel Funding Request Approved by Department Chair
- Copy of Agenda/Schedule for this Travel
- Documentation of Conference Lodging and Rate (if requesting lodging)
- Copy of Conference Presentation/Poster Acceptance Letter or Email
- Conference website address to assist with registration
- Public purpose statement

**FOR OFFICE USE ONLY:**

- Travel Certification Form Approved for Current AY  
 Driver  
 Non-Driver

Speedchart to be used for expenses: \_\_\_\_\_

Funding Verified by: \_\_\_\_\_ \*

Supervisor Approval: \_\_\_\_\_ \*

\* Electronic signature acceptable