

LUCIA HARRISON ENDOWMENT FUND

TRAVEL TO PROFESSIONAL MEETINGS

Name:	LHEF Project #:
Meeting:	Application Date:
Location:	Meeting Dates

Reason for Attending (Circle as Appropriate)

A. Attendance Only (non-participant) D. Participation on a Panel

B. Presenting a Paper E. Other (specify)

C. Chairing a Session

If you are a participant, have you applied, or do you intend to apply, to the WMU Faculty Research Travel Fund for Support? If no, explain.	(Please circle one)
	Yes No

Have you ever applied for, or will you receive, other financial support? Please specify.	(Please circle one)
	Yes No

*If you are requesting funding for participation in the meeting, please provide a copy of the program, a letter of acceptance, or similar documentation.

****Please Note:** Funding for **local field trips** held in conjunction with professional meetings will not be considered. Funding for pre-/post-conference field trips, workshops, or symposia should be requested in a separate proposal.

TRANSPORTATION

Travel from:
Travel to:
Departure date:
Return date:
Mode:

**Please go to www.wmich.edu/travel/forms for a blank Travel Expense Voucher for current rates for mileage and per diem

TRANSPORTATION EXPENSES								
Total fares, including service fee							\$	
Motor Vehicle Mileage (miles @)							\$	
Non-Local Taxi							\$	
Other (specify)							\$	
TOTAL TRANSPORTION								\$
MEALS AND LODGING (Please indicate the number of meals and the number of nights of lodging requested)								
Use 75% for the 1st & last day meals http://wmich.edu/payroll/accounts-payable/forms to find current rates								
	SUN	MON	TUES	WED	THURS	FRI	SAT	\$
Breakfast Number at \$								\$
Lunch Number at \$								\$
Dinner Number at \$								\$
Incidentals Number at \$								\$
Total Meals								\$
Lodging								
Total Lodging (nights @ \$)							\$	
OTHER EXPENSES								\$
MISCELLANEOUS								\$
TOTAL EXPENSES EXCLUDING REGISTRATION								\$
75% IF PRESENTING								\$
50% IF ATTENDING								\$
REGISTRATION (Pre-registration fee @ 100%)								\$
TOTAL AMOUNT REQUESTED								\$
TOATAL MAXIMUM AMOUNT APPROVED BY HARRISON								