Instructions for using this form: Click “View” and select “Edit Document.”

Enter your responses in the clickable grey fields below.

**Faculty Travel Funding Request**

**Date Submitted:**       (*Request must be submitted before the trip*.)

**Traveler:**

**Address:**       **City:**       **State:**       **Zip:**

**E-mail/uniqname:**      **UMID:**

**Type of Participation (e.g., paper title and conference)**:

*Please* *attach copy of program or letter of invitation.*

Dates of Travel: Departure Click here to enter Return Click here to enter

Other sources of funding for this trip:

1) Department

2) Other

|  |  |
| --- | --- |
| **Anticipated Expenses** | |
| **Airfare** | **$** |
| **Ground Transportation** | **$** |
| **Registration** | **$** |
| **Hotel**       days @ $ | **$** |
| **Meals & Incidentals** \* | **$** |
| **TOTAL REQUEST** | **$** |

To extend CREES funding to as many faculty as possible, we ask that draw on other sources of conference travel funding first (e.g., your department, CRLT, etc.) and that CREES be the funder of last resort.

Please return this funding request form and a copy of the conference program/invitation to:

**CREES Travel Grants**

**500 Church Street, Weiser Hall Suite 500**

**Ann Arbor, MI 48109-1042**

**Tel: 734.764.0351 FAX: 734.763.4765 E-mail: crees@umich.edu**

\* Must be calculated using published federal per diem rates at www.gsa.gov. (Click on “Per Diem Rates” for a U.S. map to determine domestic rates; for international travel, follow the link to State Department-set foreign per diem rates.) The per diem rate for the first day and last day of travel is 75% of the total daily per diem rate for the travel city.