



### RESEARCH TRAVEL FUNDS REQUEST

Please submit this completed form, along with a letter of acceptance for your abstract from the previously approved meeting to Research Director (Harrogate: adam.gromley@lmunet.edu Knoxville: natalie.freeman@lmunet.edu) no later than 30 days prior to proposed travel.

**NOTE: Only one author (1<sup>st</sup> Author) per presentation will be funded for travel.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

OMS Year: \_\_\_\_\_

Email: \_\_\_\_\_

Title of Paper/Presentation: \_\_\_\_\_

Poster or Oral Presentation: \_\_\_\_\_

**Research Advisor Information:**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

**Travel Fees:**

Transportation: \_\_\_\_\_

Registration: \_\_\_\_\_

Hotel Accommodations (Reimburse for 1 night): \_\_\_\_\_

Please note if sponsoring hotel: \_\_\_\_\_

Food: \_\_\_\_\_

Poster Fee: \_\_\_\_\_

Total Projected Costs: \_\_\_\_\_

Director of Research Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Dean Approval: \_\_\_\_\_

Date: \_\_\_\_\_

\*All efforts to minimize cost should be explored including selecting destinations, modes of travel, lodging, and controlling expenses while traveling\* (e.g., non-sponsoring hotel accommodations)  
\*LMU has adopted the IRS Per Diem Rates as reimbursable daily maximum for lodging, meals and incidental expenses while traveling see <http://www.gsa.gov>.  
\*Receipts with itemized costs are necessary (exclusions for reimbursement include alcohol, in room movies, mini bars, etc.)