



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 (1st 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: _____

Sr. Associate Dean of Research 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.)