

Application for Travel Expenses Chancellor's Fund Travel Grants

Use this form for [Chancellor's Fund](#) Travel Grants. [Academic Senate](#) Travel Grants use a different [form](#).

Faculty Applicant Information

Name: _____ Department: _____

Select a Travel Grant

Travel Information

1. Destination: _____

2. Travel Dates: _____

3. Conference Name: _____

Budget Information

4. Airfare: _____

5. Conference Fee: _____

6. Hotel: _____

Hotel expenses limited by UC Policy BFB-G-28, Appendix B

7. Total Budget: _____

Accounting Information

To process your award we will need (1) your Department ID and (2) a pre-existing project ID associated with you, the faculty member. Department staff should be available to help you obtain that information. **Your award will be linked with UCSF Fund 5000.**

8. Department ID: _____

9. Pre-existing project ID: _____

Applicant's Signature _____ Date _____ Title of Applicant (Must be salaried at 50% or greater)

Department Chair Signature _____ Date _____

For questions, contact the respective Academic Senate Analyst for the appropriate travel grant:

Research Travel Grants: Kenneth Laslavic (kenneth.laslavic@ucsf.edu)

Educational Travel Grants: Amber Cobbett (claire.olivier@ucsf.edu)

Dependent Care Travel Grants: Kristie Tappan (kristie.tappan@ucsf.edu)

Submit the completed form with supporting documents [here](#).

Brief Description of the Presentation