

Application for Travel Expenses Administrative Research

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

Faculty Applicant Information

Name: _____ Department: _____

Date of Faculty Appointment: (m/y) _____ Percent Appointment: _____
5 years or fewer Salaried at 50% or greater

Travel Information

1. Destination: _____

2. Travel Dates: _____

3. Conference Name: _____

4. Is this a collaboration? Yes No

5. Airfare: _____
Travel Grant Awarded will not be more than \$500.00

6. Sources other than Academic Senate Travel Grant available for travel expense:

For meetings of learned societies:

Are you presenting a paper or poster at this meeting? Yes No

Approved by (Department Chair)

Applicant's Signature

Title of Applicant (Must be salaried at 50% or greater)

Send the completed form with supporting documents in one PDF to the Academic Senate: kenneth.laslavic@ucsf.edu.
The subject line should read: **Senate Travel Grant Application**.