Department Approval_____

Date_____

APPLICATION FOR TRAVEL

Department of Teacher Education

David O. McKay School of Education

Please complete and return this application for consideration for professional travel you would like to do during the current calendar year. All blanks should be filled in as completely as possible. Costs for lodging (even estimates) should include taxes; current per diem rates range from $34.00-$64.00/day (depending on city traveled to); mileage rates for in-state and out-of-state travel are externally established, but are adjusted frequently. See Kristine for current rate.

Name_____

Conference Name_____

Conference Location_____

Conference Dates (beginning/ending; day & date)_____

Traveling Dates (leaving/returning; day & date)_____

☐ conference proposal has been submitted ☐ conference proposal has been accepted

Purpose and value of trip (If more space is needed, please attach an additional sheet.)

_____

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How will our departmental and personal goals be served? How will this presentation contribute to BYU's reputation at the national, regional or local level? Is this a national or regional professional conference?

_____

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_____

_____

_____

Anticipated costs: (Please estimate these costs as accurately as possible at this time.)

Air/Surface	$_____
Motel/Hotel	$_____
Meals	$_____
Airport transportation/parking	$_____
Other (please list)	$_____ _____

SUBTOTAL $0.00

Registration $_____

Total Amount Requested $0.00

My total year-to-date travel expenditures prior to this proposed trip (excluding registration fees) _____

PLEASE RETURN ALL APPLICATIONS TO JANET YOUNG