

# 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 2002 school year. All blanks should be filled in completely.

Costs for lodging including taxes; \$30.00-\$46.00/day for per diem (depending on city traveled to); \$.31/mile for in-state travel; \$.31/mile for out-of-state travel; \$31.00 for transportation to and from the Salt Lake Airport or cost of the Limo service (vouchers to be obtained from the Travel Office).

A copy of the proposal sent to the Conference Committee, a proposal to-be-submitted, or a proposal for professional development should be attached to this application.

Please submit no more than TWO requests at this time.

Priority \_\_\_\_\_ (#1 or #2)

Name \_\_\_\_\_

Conference Name \_\_\_\_\_

Conference Location \_\_\_\_\_

Conference Dates (beginning/ending; day & date) \_\_\_\_\_

Traveling Dates (leaving/returning; day & date) \_\_\_\_\_

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 \$ \_\_\_\_\_

To/From Airports \$ \_\_\_\_\_

Other (please list) \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

Registration \$ \_\_\_\_\_

Total Amount Requested \$ \_\_\_\_\_

**\*\*PLEASE RETURN ALL APPLICATIONS TO NANCY WENTWORTH\*\***