



# LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

## Application for Support of Research Related Travel From the Provost

(Due Two Weeks Prior to Travel, 45 Days for International. Attach This Form to Your Travel Request.)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Destination: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

1. On an attached sheet or on the back of this one, briefly describe the purpose of your travel, precisely what you will do, and the importance of the event. (Priorities for Funding: Tenure Track Faculty, Associate Professors, Domestic Travel, Individual Presentation at Major Conferences, Invited Conference Presentations.)
2. Anticipated total costs for this travel: \$ \_\_\_\_\_
3. How much funding has been pledged by your college dean?  
\$ \_\_\_\_\_ Dean Must Initial Here: \_\_\_\_\_
4. How much funding has been pledged by your department chair?  
\$ \_\_\_\_\_ Chair Must Initial Here: \_\_\_\_\_
5. Will you receive funding from a source other than your chair or dean? If yes, how much?  
\$ \_\_\_\_\_ Source? \_\_\_\_\_
6. **Total amount requested from the Provost's Office: \$ \_\_\_\_\_ (not to exceed \$500)**

  
\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Chair (Indicating support for this request)

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Dean (Indicating support for this request)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Provost

\_\_\_\_\_  
Amount Approved

\_\_\_\_\_  
Date

**Please Turn in This Form (complete with signatures) Along With Your Travel Request Paperwork to the Office of the Provost, Box 10002 or Plummer Administration Building Room 100 (Susan Tribes)**

10/20/14