

# TRAVEL REQUEST FORM- Chemistry Department

-Complete this form for travel \$\$- BEFORE your trip.

-Submit this completed form via email, fax or hard copy to attention of Sandy Fairchild SLF1@buffalo.edu  
Chemistry Dept.

-The form will be reviewed and you will be notified with travel forms and instructions.

-It is strongly recommended that you do not make any travel arrangements before notification.

**Traveler name** \_\_\_\_\_  
**email address** \_\_\_\_\_  
**phone number** \_\_\_\_\_ ext. \_\_\_\_\_  
**travel dates** \_\_\_\_\_  
**destination** city \_\_\_\_\_  
state/province -if applies \_\_\_\_\_  
country \_\_\_\_\_

**Please give the complete name (NO acronyms) of the professional activity, conference, etc:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please describe the nature of your involvement in the activity:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach to this form - copies of the announcement, letter of invitation, program, funding information, etc.**

**Estimated travel expenses \$\$ reimbursement requested from UB sources for this trip:**

Airfare	_____	
Amtrak train	_____	
Personal auto mileage	_____	
Hotel/lodging	_____	
meals	_____	
registration	_____	
rental car	_____	
other	_____	
<b>total trip estimate \$</b>		<b>0 to be funded as below:</b>

<b>UB Funding source:</b>	<b>Requested \$</b>	<b>Received \$</b>
Chemistry dept	_____	_____
Your account # _____	_____	_____
other _____	_____	_____
other _____	_____	_____
other _____	_____	_____
<b>totals</b>	<b>0</b>	<b>0</b>