Title III Pre-Travel Request Form (Faculty traveling with students)

Requester's Name: Click or tap here to enter text.	**Title:** Click or tap here to enter text.
Department: Click or tap here to enter text.	
Name of Conference: Click or tap here to enter text.	
Location: Click or tap here to enter text.	**Date (s) of Attendance:** Click or tap here to enter text.
Cost Estimation: Click or tap here to enter text.	**Date Submitted**: Click or tap here to enter text.
Number of Students Traveling: Click or tap here to enter text.	

Please indicate your teaching focus:

___ Undergraduate Teaching Faculty _____Graduate Teaching Faculty
____Both

Please provide the number of traveling students in each classification:

____Undergraduate _____ Masters _____Ph.D.

The maximum funds available for travel through Title III are $1,500.00 per faculty member and $1,500.00 per student per grant cycle (October 1st – September 30th). If you do not use the entire amount, it will not be available for later use.

Estimation of costs

Meals	Click or tap here to enter text.
Lodging	Click or tap here to enter text.
Registration Fees	Click or tap here to enter text.
Public Carrier	Click or tap here to enter text.
Other	Click or tap here to enter text.
Total Estimation	Click or tap here to enter text.

Send these documents via email as ONE attachment (Travel Request)

_____ Copy of Presentation Acceptance Letter or Proof of Creating or Redesigning a course
_____ Copy of Conference Agenda

Send these documents via email as ONE attachment- unless otherwise stated (Travel Reimbursement)

_____ Copy of Presentation or Draft of New or Redesign Course (separate attachment via same email)

_____ Submit Travel Report using this link (JSU Title III Professional Development Report Form)

By signing this document, I certify that I am a legal citizen of the United States and that all students traveling are also legal United States citizens and understand that these funds are designated for use by U.S. citizens only.

Signatures:

_____ _____
Requester **Date**

_____ _____
Supervisor **Date**

_____ _____
Executive Director Title III **Date**

Because the University requires 30 days to process out-of-state travel, this form is due to Title III for approval a week before the 30-day deadline to comply with the University's policy.

Travel approval cannot be granted unless this form is attached to Concur.

To be completed by Title III Staff after approval. Please use this fund number in Concur. This document should be uploaded to Concur.

Fund # _____

Documents should be sent to: TitleIII@jsums.edu