Title III Pre-Travel Request Form (Staff)

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.

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

Describe how this travel relates to your job duties, or describe how this is Title III related? Click or tap here to enter text.

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 if applicable
_____ Copy of Conference Agenda

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

_____ 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 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 in 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 # _____

Document should be sent to: TitleIII@jsums.edu