

DEPARTMENT OF ROMANCE LANGUAGES
REPORT TO TRAVEL FUNDS COMMITTEE

NAME: _____ DATE OF REQUEST: _____

DATE OF ACTIVITY: _____

ORGANIZATION: _____

NATURE OF ACTIVITY: READING PAPER CHAIRING SESSION OTHER

IF READING: TITLE OF PAPER & SESSION: _____

IF CHAIRING: TITLE OF SESSION: _____

TOTAL EXPENSES (TRAVEL, LODGING, SUBSISTENCE, REGISTRATION FEES): _____

OTHER FUNDING RECEIVED FOR THIS ACTIVITY (AMOUNT & SOURCE): _____

AMOUNT REQUESTED: _____

DOCUMENTATION ATTACHED: LETTER OF INVITATION OR ACCEPTANCE

AND FINAL VERSION OF PROGRAM LISTING PARTICIPATION

RECEIPTS/MILEAGE STATEMENT

OTHER: _____

SIGNATURE

THE TRAVEL FUNDS COMMITTEE RECOMMENDS THE ALLOCATION OF \$ _____ FOR
THIS REQUEST.
ADDITIONAL ALLOCATION/COMMENTS: _____

SIGNATURE DATE