

Department of Health & Human Performance
Travel Funds Request Form
Fall 2024 through Summer 2025

Please return this form to Marcus by Friday, October 4, 2024

BEFORE completing this form, please note the following:

1. Refer to the **Departmental Travel PPS** for more specific information.
2. To calculate travel expenses, all applicants must use the current figures provided by the **Texas State Travel Office**. The travel office may be accessed by visiting the university's home page and clicking "Travel (Accounts Payable)" on the Faculty/Staff menu, (<http://www.txstate.edu/gao/ap/travel/>). This site includes instructions for determining out-of-state lodging and per diem rates, mileage rates, contract city-pair airline rates for both domestic and international travel.
3. All applicants must fill out a **SEPARATE** form for each conference attended. Faculty wishing to attend more than one meeting should rank their applications as to preference for funding. Funds designated for specific conferences may not be transferred to different conferences by individual faculty members without prior consent of the department chair.
4. The **PRIMARY PURPOSE** of the trip should be designated on the travel application. Categories include attending a conference for: a) presentation of research, b) participation in the conference (e.g., as a program chair, an officer, presenting non-research related material, etc.), or c) professional development. If the trip involves research and other professional activities, then trip should be classified as research-related.
5. Along with this application include evidence of participation.
 - a. For travel to conferences for the purposes of presenting research, include a copy of the acceptance letter (if possible) and research abstract.
 - b. For all other travel requests, include a copy of the acceptance letter.

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Name:

Date:

Conference & Location of:

Dates of Conference:

RANK APPLICATION (*Note.* Faculty wanting to attend more than one conference should rank their applications in order of preference.)

Presentation of a scholarly paper accepted by peer-review. *

Participation in the conference

Professional development

Other. Please indicate the purpose if it does not fall in the categories listed above.

**** If listed as research, include a letter of acceptance and an abstract of presentation to be made.***

AIR TRANSPORTATION:

GROUND TRANSPORTATION:

Mileage:

Cab Fare:

Car Rental:

Parking:

Gas:

HOTEL: PER DIEM RATES X NUMBER OF NIGHTS = [TOTAL \$]:

MEALS: PER DIEM RATE X NUMBER OF DAYS= [TOTAL \$]:

REGISTRATION FEE:

TOTAL REQUESTED: