

Request for Travel to a Conference

ECOS will reimburse up to \$750 for travel to a conference

Name _____ Date _____

Address _____ SSN _____

Name of Conference _____

Dates of Travel _____

Title of Presentation _____

Authors _____

Accepted by conference? Y N

Registration Cost \$ _____

Per Diem in-state OR out-of-state

breakfasts _____ x \$5.00 \$6.00 \$ _____

lunches _____ x \$6.00 \$6.00 \$ _____

dinners _____ x \$12.00 \$16.00 \$ _____

Travel

miles _____ x 19.5 cents/mile \$ _____

OR

air fare \$ _____

Lodging

nights _____ x \$ _____ \$ _____

Total Request \$ _____

PLEASE NOTE: You must turn in receipts and sign appropriate forms within 10 days of your return.
Please don't wait until day 10!