

# 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!