

**GROUP TRAVEL REIMBURSEMENT PROPOSAL FORM**  
**ONE PROPOSAL PER PROPOSED TRIP**

Date \_\_\_\_\_

PLEASE INDICATE YOUR PROJECTED CONFERENCE TRAVEL PLAN AND  
RETURN THE FORM TO YOUR DEPARTMENT CHAIR  
BY THE POLICY DEADLINE

**TRAVEL IS FOR SEMESTER: Spring 20** \_\_\_\_\_

**PROPOSED TRAVELERS:**


**DESTINATION** \_\_\_\_\_

**CONFERENCE TITLE** \_\_\_\_\_

**CONFERENCE DATES** \_\_\_\_\_

**ORGANIZATION IS:**    \_\_\_\_\_ International    \_\_\_\_\_ National    \_\_\_\_\_ Regional    \_\_\_\_\_ State

**PURPOSE OF TRAVEL:**

**COST ESTIMATES – GROUP TRAVEL – TOTAL COST**

Airfare	\$ _____
Subsistence	_____
Mileage	_____
Parking, Tolls, Taxi	_____
Lodging	_____
Registration Fees	_____
Other	_____
Projected Total	\$ _____