

Priority: _____

**Department of Philosophy
Marquette University
Request for Department Travel Funds
(For travel to be completed between July 1, 2010 and June 30, 2011)
Please use the following link to access University Travel Policies:
<http://www.marquette.edu/upp/documents/upp1-09.pdf>**

1. Name _____ 2. Today's Date _____

2. Conference _____

3. Location _____

4. Date(s) of Conference _____

5. Reason(s) for Attending:

_____ Conference Organizer

_____ Commenting on Paper

_____ Chairing Session

_____ Panel Discussant

_____ Presenting Paper

_____ Attending

_____ Paper is Refereed

_____ Other

6. Additional Comments _____

Estimated Costs	
Airfare	\$
Mileage (If driving) # of miles X 0.550 per mile	\$
Hotel	\$
Meals (dept will reimburse up to \$60 per diem with receipts)	\$
Registration	\$
Other	\$
Total funds Requested	\$

For Dept Use Only
Date:
Amount of Award:
Initials: