

# College of ECS Travel Funding Request Form

This form must be completed and approved before using Concur or submitting UEI Travel Forms

Traveler Name:

Department:  Date:

Name of Conference or Event:

Dates of Travel:  Location:

Dates of Personal Travel (if any):

Total Amount Requested:

## Source of Funding Information

**Department**      \_\_\_\_\_  
**Funds** Account Fund Dept. ID Class Amount ASC Initials

*If your funding source is the Department, once approved by Dept. Chair, enter in **Concur***

**UFSS Foundation**      \_\_\_\_\_  
**Funds** Account Fund Dept. ID Class Amount ASC Initials

*If your funding source is Foundation, once approved by Dept. Chair, enter in **Concur***

**UEI**      \_\_\_\_\_  
**Funds** Account Fund Dept. ID Class Amount ASC Initials

*If your funding source is UEI, once approved by Dept. Chair, complete all UEI Travel forms.  
Email forms to Dean's Office for Approval. Enter in **Concur** for \$0.00*

**Unfunded / Self Funded** - *If this trip is Unfunded or Self Funded, enter in **Concur** for \$0.00* \_\_\_\_\_  
ASC Initials

## Funding Source Approval

I approve the funding from the source/s listed above

Department Chair Name:

Department Chair Signature: \_\_\_\_\_ Date

Amount Approved:

Dept. Comments: \_\_\_\_\_  
\_\_\_\_\_