



**Yale University**

**3301 FR.04 Request for Travel Grant**

Revision date: 1/6/12

To: Sheila Millea  
Provost Office  
1 Hillhouse Ave, RM 308  
Fax: 203-432-9957

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Department: \_\_\_\_\_

Meeting: \_\_\_\_\_

Where: \_\_\_\_\_

When: \_\_\_\_\_

Your function at meeting (e.g. read paper): \_\_\_\_\_

Is travel supported by another group? \* \_\_\_\_\_

Do you have a research grant? \*\* \_\_\_\_\_

Date of last travel grant to you by Yale: \_\_\_\_\_

On leave? \_\_\_\_\_

Lowest cost round-trip airfare \$ \_\_\_\_\_

Hotel \$ \_\_\_\_\_

Registration for Conference \$ \_\_\_\_\_

Per Diem \$ \_\_\_\_\_

Tenured: \$600.00 maximum \$ \_\_\_\_\_

Non-Tenured: \$1200.00 maximum \$ \_\_\_\_\_

To Be Paid To: \_\_\_\_\_

UPI # \_\_\_\_\_

Campus Address: \_\_\_\_\_

Approved \_\_\_\_\_  
Chairman/Dean

Approved \_\_\_\_\_  
Provost Office

\* University funds are to be used only when no alternative source can be found.

\*\* Please note that faculty whose research activities are supported by grant or contract funds, or whose salary is paid in significant part from such funds, are expected to support their travel from those funds whenever possible, and not request support from limited travel funds available from University sources. If you have a grant, a separate letter explaining why grant funds cannot be used for this travel should be attached.

Questions? Contact [sheila.millea@yale.edu](mailto:sheila.millea@yale.edu)