

**COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES
STUDENT TRAVEL APPLICATION FOR DEAN'S FUNDING**

Application must include a letter detailing the nature of travel (conference presentations, data gathering, etc.), location, dates, BUDGET, and expected outcomes. For budget information, please work with the travel specialist in your department. Deadlines for funding are September 26, 2008 or February 6, 2009, and will be reviewed only at these times. Students are eligible for funding once per academic year.

Applicant: _____
 Dept/Program: _____
 Mailing Address: _____

Student ID#: _____
 Student Status: ___ Undergraduate ___ Graduate
 E-Mail Address: _____
 Phone #: _____

Destination: _____
 Departure Date: _____/Time: _____ a.m./p.m. Return Date: _____/Time: _____ a.m./p.m.

Purpose of Travel: _____

List all other funding sources and amounts either requested or already received.

Major Advisor Approval: _____ Date: _____

Chair/Director Approval: _____ Date: _____

For group application, please provide name, e-mail address and mailing address for each participant:

Name	Student ID	E-Mail Address	Mailing Address	Student Status
				___ Undergrad ___ Grad
				___ Undergrad ___ Grad
				___ Undergrad ___ Grad
				___ Undergrad ___ Grad
				___ Undergrad ___ Grad

Please attach additional sheet if necessary

Use for Dean's Office	
Awd Amt: _____	Acct. #: _____
Dean's Signature _____	Date _____

Please refer to next page for budget assistance and important travel information.

PERDIEM

See Bottom of Form for Rate Schedule.

Receipts Not Required for per diem

In-State = 7610-20		*Out-of State = 7620-20			Foreign = 7640-20	
DEPART	Date:	Day:			Time:	
RETURN	Date:	Day:			Time:	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
B	B	B	B	B	B	B
L	L	L	L	L	L	L
D	D	D	D	D	D	D
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
B	B	B	B	B	B	B
L	L	L	L	L	L	L
D	D	D	D	D	D	D

<u>Time Frame</u>	<u>Meal</u>	<u>Per Diem Rate (depends on destination) in state is \$39/day</u>					
Leave Before 6 am	Breakfast	\$ 7.00	\$ 8.00	\$ 9.00	\$ 10.00	\$ 11.00	\$ 12.00
Leave Before 11 am, Return After 2 pm	Lunch	\$ 10.00	\$ 11.00	\$ 13.00	\$ 14.00	\$ 16.00	\$ 17.00
Return After 8 pm, Or Overnight Stay	<u>Dinner</u>	<u>\$17.00</u>	<u>\$20.00</u>	<u>\$22.00</u>	<u>\$25.00</u>	<u>\$27.00</u>	<u>\$30.00</u>
	TOTALS	\$34.00	\$39.00	\$44.00	\$49.00	\$54.00	\$59.00

For daily per diem and lodging rates, see URL:
for domestic travel:
<http://www4.nau.edu/comptr/docs/SAAM-2d06-20061115.pdf>

for foreign travel:
<http://www.state.gov/m/a/als/prdm/2005/40080.htm>

(Note that per diem is reimbursed on a per-meal basis, with differing percentages of the per-day amount, not on a per-day basis, so this amount will be approximate.)

To receive airfare reimbursement, you must submit printouts of quotes from two different sources, made at least 21 days before flight

Use the URL's shown above for allowed lodging rates. Conference hotel rates are allowed to exceed the listed rates (listed rates do not include taxes that may be charged). Conference hotel rates must be listed in brochure or on website -submit copy. Original receipts are required for submittal prior to reimbursement of expenses (exceptions are for meals).

Reimbursement will be for the least expensive rate listed.

Rental car – Requires justification memo with authorization request. Not reimbursable if you are staying at the conference hotel.

Insurance & pre-paid gas are not reimbursable.

Object Codes	In State	Out of State	Foreign
Registration	7396/10	7396/10	7396/10
Mileage	7610/10	7620/10	7640/10
Per Diem	7610/20	7620/20	7640/20
Public Transportation	7610/30	7620/30	7640/30
Lodging	7610/40	7620/40	7640/40
Rental Car	7610/50	7620/50	7640/50
Gas & Oil (for rentals)	7610/60	7620/60	7640/60
Other	7610/90	7620/90	7640/90

For information on vice president's grant program for student travel, please see the URL below:
<http://www.research.nau.edu/vpr/studenttravelgrant.html>