

Please submit forms to Brandy Ernzen (bernzen@ku.edu) at least three weeks prior to travel date.

University of Kansas Museum Studies Program Travel Support Request Form

Traveler's Name _____

Traveler's Email _____

Destination (City & State or City & Country) _____

Name of Event _____

Purpose of Travel (please be as specific as possible) _____

Travel Dates _____ to _____

Official Business Dates _____ to _____

Estimation of Travel Expenses Requested

Airfare (Name of airline) _____

Ground Transportation _____

Mileage (if driving) _____

*** KU reimburses mileage at the rate of \$.545 per mile.*

Lodging (Hotel name and price per night) _____

Meals _____

Registration Fee _____

- **COMPLETING THIS FORM DOES NOT GUARANTEE FUNDING.**
- **If you receive funding, you may not receive the entire amount of funding requested.**
- **ITEMIZED RECIEPTS ARE REQUIRED FOR REIMBURSEMENTS. EXPENSES MUST BE MADE IN YOUR NAME TO BE ELIGIBLE FOR REIMBURSEMENT.**

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OFFICE USE

Funding Source _____

Approved by _____ Date _____