

Non-Travel Conference/Event Approval

Procedure:

1. *Faculty member completes this form and submits it to chair with supporting documentation (i.e., registration form or agenda).*
2. *Chair forwards approved form and support documents to dean of faculty's office.*
3. *Dean of faculty sends an email to requestor and chair in response to request. Email will include amount approved, funding source, and name and date of event, along with a request that faculty member contact travel office in 2-3 workdays to complete process. (See note on Self-Pay Option below).*
4. *Dean forwards this form to vice president for administration for subsequent approvals.*
5. *Vice president for administration approves and assigns cost code to form, then forwards to travel office.*
6. *Requestor contacts travel office 2-3 business days after receipt of email to request that costs be charged to university credit card. The chair does **not** need to generate a PO for conference-related payments made by the travel office.*

SELF-PAY OPTION: After steps 1 and 2 above are completed and requestor receives dean's email, he or she may pay registration costs out of pocket and seek reimbursement after event concludes.

OTHER: If registration is paid by the university but not handled through travel office (i.e., faculty member requires check made payable directly to organization), chair will be required to generate a PO associated with the event. Please seek guidance from Dr. Bell or Sadie Bier in such exceptional cases.

Faculty Member _____ Dept./Division _____

Event: _____

Date(s): _____ Cost: _____

Funding Source _____
(Division/School Travel Funds, Endowed Funds, Student Travel, etc.)

Faculty Member Signature Date

Division/Dept. Chair Date

Dean of Faculty Date

VP for Academic Affairs Date

VP for Administration Date

Budget Amount Approved: _____

Budget Code: _____