

NDNU CONFERENCE TRAVEL EXPENSE REQUEST
Conference Travel Should be Pre-approved via Submission of this Form

Name: _____

Faculty ID #: _____ Department: _____

Faculty Home Address: _____

Conference: _____ Location: _____

Dates: _____

Will/did you present at this conference/workshop? If so, note title of presentation (and include a copy of the program with your receipts): _____

Will your reimbursement be requested (mark one): This Academic Year? Next Academic Year?

Please give an estimate of your expenses for pre-approval. Refer to the NDNU Travel Policy, which can be found [here](#) and <https://main.webinfo.ndnu.edu/forms/general/DomesticTravelPolicy.pdf>

	Estimated	Actual
Transportation		
Lodging		
Convention fees		
Meals		
Total Expenses		

Step 1: Estimates Approved

Dean _____ DATE _____

Faculty Development Chair _____ DATE _____

Provost's Office _____ DATE _____

Step 2: Actual Expenses Approved:

For reimbursement, submit 1) this form, 2) receipts and 3) a Travel Requisition and Expense Voucher form, which can be completed online at [this link](https://main.webinfo.ndnu.edu/forms/general/travelreq.pdf) <https://main.webinfo.ndnu.edu/forms/general/travelreq.pdf>)

Faculty Development Chair _____ DATE _____

Provost's Office _____ DATE _____