



**COUNCIL ON RESEARCH, ACADEMIC SENATE, LOS ANGELES DIVISION  
APPLICATION FOR FOREIGN AND DOMESTIC TRAVEL SUPPORT**

**This application must be received by the Council on Research (3125 Murphy Hall - 140801) at least 10 working days before the start of domestic travel and at least 30 working days before start of foreign travel.**

NAME OF APPLICANT		EMAIL ADDRESS	DATE
EMPLOYEE ID No.	DEPARTMENT	ADDRESS	EXTENSION/PHONE NO.

**REQUEST IS MADE FOR TRAVEL EXPENSES**

**FROM** \_\_\_\_\_ **TO** \_\_\_\_\_ **AND RETURN**  
POINT OF DEPARTURE DESTINATION

**THE FOLLOWING INFORMATION IS SUBMITTED IN SUPPORT OF THIS APPLICATION**

TITLE OF CONFERENCE OR MEETING: \_\_\_\_\_

NAME OF ORGANIZATION SPONSORING THE ABOVE-LISTED CONFERENCE OR MEETING: \_\_\_\_\_

DATE (S) OF MEETING	PLACE OF MEETING	AIRFARE REQUESTED: \$
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REASON FOR REQUEST (E. G. PAPER PRESENTATION, POSTER SESSION, PANEL DISCUSSANT)

PLEASE ATTACH THE FOLLOWING TO THIS APPLICATION FORM:

1. A copy of the abstract of the paper to be presented; AND
2. **ONE** of the following documents:
  - \_\_\_\_\_ Invitation to participate
  - \_\_\_\_\_ Acceptance of paper for presentation
  - \_\_\_\_\_ Photocopy of page of preliminary program listing your participation

**PLEASE REMEMBER:** Participation as a panel discussant and/or chairing a session requires separate, written justification, which explains how that specific form of participation is representative of and will be beneficial to your research

TITLE OF PAPER/ADDRESS/PRESENTATION AND BRIEF STATEMENT OF THE RESEARCH INVOLVED: \_\_\_\_\_

REMARKS: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DEPARTMENT CHAIR

SIGNED: \_\_\_\_\_  
TITLE OF APPLICANT: \_\_\_\_\_

**DO NOT FILL IN BELOW THIS LINE**

NOTE: A TRAVEL EXPENSE VOUCHER MUST BE SUBMITTED WITHIN TEN (10) DAYS AFTER END OF TRIP.

THE ABOVE REQUEST FOR TRAVEL HAS BEEN APPROVED FOR THE AMOUNT OF \$ \_\_\_\_\_

\_\_\_\_\_ FOR THE COUNCIL ON RESEARCH \_\_\_\_\_ DATE

The Council on Research will approve reimbursement for the cost of the actual airfare ticket ONLY. If the actual ticket amount is **less** than the amount approved on this application, the difference will not be reimbursed in lieu of other expenses.

LOCATION	ACCOUNT	CC	FUND	PROJECT	SUB	OBJECT	SOURCE