

UNM Center for Education Policy Research Faculty/Staff Travel Request

Due to budgetary constraints, in order to receive the most cost effective price ALL TRAVEL REQUESTS must be submitted 30 DAYS IN ADVANCE.

Name _____ Banner ID _____
 (as it appears on your travel identification for booking purposes)

Primary Department: _____ Email address: _____

Best phone number: _____ Date of birth: _____

Purpose of travel (check one): Conference Workshop Other: _____

Name of event for which travel is requested: _____

Location of event: _____ Dates of event: _____

Dates of travel requested: _____

Cost of support requested:

- Air/Mileage* \$ _____
- Lodging..... \$ _____
- Conference/registration fees..... \$ _____
- Per Diem \$ _____
- **TOTAL REQUESTED** \$ _____

***ANY UNAPPROVED FLIGHT CHANGES MAY BE SUBJECT TO REJECTION OR DENIAL.**

<i>Product</i>	<i>Index</i>	<i>Project Name</i>	<i>Cost</i>
Air/Mileage			
Lodging			
Registration			
Per Diem			

Please explain how your presence/participation in this event will benefit the UNM and/or CEPR/Award?

**UNM Center for Education Policy Research
Faculty/Staff Travel Request**

Signature of Employee: _____

Date _____

Signature of Supervisor/PI _____

Date _____

Signature of Fiscal
Monitor/Accountant _____

Date _____