

NOTICE OF INTENT FOR TRAVEL GRANT

FACULTY OF

[Fiscal year: April 1–March 31]

DUE JANUARY 31, 2026

TRAVEL INFORMATION

Name, Rank Date of Application

Department

Place of Travel

Date of Travel *Depart:* *Return:*

Did you receive AUT conference travel funding in 2025-26? *Yes* *No*

PURPOSE OF TRAVEL (Conference, Paper, Presentation, etc.)

<input type="checkbox"/> Present Paper	<input type="text"/>
<input type="checkbox"/> Attend Conference	<input type="text"/>
<input type="checkbox"/> Visiting Lecturer	<input type="text"/>
<input type="checkbox"/> Travel – Collaboration	<input type="text"/>
<input type="checkbox"/> Travel – Library	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

EXPENSES (Anticipated)

Expense Items:	Cost
Air Fare	<input type="text"/>
Hotel	<input type="text"/>
Mileage	<input type="text"/>
Car Rental.....	<input type="text"/>
Other: Bus, Train, Taxi, Parking	<input type="text"/>
Meals and Entertainment.....	<input type="text"/>
Registration Fee(s)	<input type="text"/>
Additional Expenses <i>(detailed explanation required)</i> <input type="text"/>	<input type="text"/>
Total	<input type="text"/>

Applicant's Signature

OFFICE USE ONLY:

Dean's Office

Date

AMOUNT APPROVED \$ _____

ACCOUNT # _____